



## Thank you for registering with Jobshop UK

### WELCOME

You are the most important part of our success. Without your commitment and professionalism, Jobshop UK would not be a key player at the leading edge of recruitment.

We recognise and acknowledge the part you play in our success and at all times endeavour to put your needs first.

Whether you plan a major career move or are looking for a short-term contract we want you to return to Jobshop UK and to be confident of receiving the best available service.

Our efforts to help you achieve your objectives will be unsurpassed by anybody operating in a similar capacity.

Thank you for choosing Jobshop UK.

### YOUR ASSIGNMENT

When you enrol with Jobshop UK we will ask you to complete a registration form which we will review and discuss with you. This is a two way process so please ask questions and get to know us; it will help us to agree on your capabilities and what work would suit you.

When we accept a vacancy for temporary work from a Client, Jobshop UK will examine closely the skills and experience necessary to perform the task to the standard required. Our aim is to match your skills and experience with the needs and requirements of our Client.

We like to be familiar with the situation in to which we intend to place you so, before offering you any assignment, a Jobshop UK consultant will have visited the site. If it is not up to standard, Jobshop UK will refuse the contract.

Jobshop UK can offer help if your skills fall short of what is required (refer to your notes on Training in this booklet). Sometimes our Clients are prepared to provide on-job training which can be a valuable way to increase your experience at no cost to you.



When you are offered an assignment, Jobshop UK will contact you giving as much notice as we are able. We will provide you with details of the work and normally this information will include:

1. Your job title
2. Type of work (a description if available)
3. Daily start/finish/lunch times
4. Detail of overtime and expenses (if applicable)
5. Start date and, if available, termination date
6. Rate of pay
7. A contact name to ask for on arrival
8. Timesheet arrangements
9. Any additional information (e.g. dress code, health and safety equipment)

Most work will be on a weekly basis, commencing on Monday and ending on Friday. We cannot guarantee work but we will try to find regular, suitable and interesting assignments.

Working on temporary assignments will give you an opportunity to show our Clients how capable you are, judge what it is like working for them and gain valuable experience in the process. Often this leads to an offer of permanent employment. If this happens and you like the idea, let Jobshop UK know and we will make the necessary arrangements.

**Tip:** Always keep bus/train timetables and A-Z maps handy.

**Note:** If you verbally agree to an assignment when offered, Jobshop UK expects you to keep it. We make every effort to keep our reliable staff working.

## **PAY & PROCEDURE**

### **Timesheets**

Before commencing an assignment, a Timesheet will be given or sent to you. This needs to be completed to show hours actually worked excluding lunch breaks. The Timesheet must be signed and authorised by our Client. Without proper authorisation and confirmation of your hours we cannot guarantee to pay on time. To avoid delay in payment, Timesheets must be returned to Jobshop UK not later than close of business Friday, following the previous week's assignment.

### **Method of Payment**

Jobshop UK will pay you weekly in arrears by Direct Credit Transfer in to your Bank or Building Society account. Details of your Bank or Building Society account will be required and passed to our Payroll department. Please notify Jobshop UK of any changes to your Bank or Building Society account immediately, otherwise it



may cause delay in receiving your pay. Bank holidays may cause delay but you will be advised accordingly. If you do not have a Bank of Building Society account, Jobshop UK can assist if necessary.

### Payslips

Your payslip can be collected directly from Jobshop UK or posted to you if you prefer. Details will include:

- a. Your rate of pay (notified at the beginning of the assignment)
- b. Your hours worked (as recorded and signed on your Timesheet)
- c. Your Gross Pay (a x b)
- d. Any deduction in Tax and National Insurance
- e. Your Net Pay – this is the amount you actually receive (a x b - d)

### Tax and National Insurance Contribution

Jobshop UK is required by law to deduct Tax under the Pay As You Earn (PAYE) system. We need your current P45 to tell us your tax code and we will deduct the amount according to your code. If you do not have a P45, you will need to complete a P46 which will allow Jobshop UK to tax your earnings on the emergency tax code. If you are unable to sign a P46, you will be taxed at the basic rate with no allowances.

Note: Students studying full time may not pay tax if earnings for the year are less than their personal allowances. A student declaration form is available from Jobshop UK.

### Tax Queries

If you have any further queries, please contact your local Tax Office.

### Short-Term Contracts

Jobshop UK will always endeavour to set up direct debits for wages to be paid directly into your Bank or Building Society account but with some short-term assignments there may not always be enough time to set up direct credit transfers. In these cases wages will be paid to you by cheque, which will be sent by first class post on Friday after the first week's work.

## **TRAINING WITH JOBSHOP UK**

Jobshop UK is able to help you with updating your skills or cross-train you on a variety of the latest software packages. Normally we prefer you to have taken at least one or two assignments with us but above all our aim is to help you; we are flexible.

We will listen carefully to your aspirations, ambitions and offer help where practicable. We will work hard to keep you working and find you the best possible



assignments. We can increase your experience through different types of placements.

## **HEALTH & SAFETY**

Above all else, your Health & Safety at work is paramount. It is law that every organisation will have their own Health & Safety policy, which must be displayed in a prominent position. Please make yourself familiar with the rules and comply with them.

At all times you are expected to:

1. Take reasonable care of your own Health & Safety and the Health & Safety of others who may be affected by your actions.
2. Undertake any training/instruction provided by Jobshop UK or its Clients.
3. Use correctly any safety equipment or protective clothing provided.

Please report to Jobshop UK any accident, injury or dangerous occurrence as soon as possible.

**Note:** An accident caused by your actions or omissions at work could make you liable to prosecution.

Failure to observe any on-site rules and regulations may result in you being withdrawn from an assignment.

Thank you in advance for your co-operation.

## **QUALITY**

Whilst at work you are a representative of Jobshop UK and, as such, we expect you to:

1. Communicate with our client in an open and honest manner
2. Treat Client information as confidential
3. Maintain your professionalism and respect for other workers
4. Be committed and enthusiastic towards duties you are given
5. Always produce work you are proud to say is yours
6. Work safely
7. Ensure that mobile phones are switched off during normal hours of work
8. Dress according to the environments you are working in
9. Not use the Clients email system to send or receive personal emails



Remember: The quality of the end produce depends on the quality of the performance of the individual. Give a Quality Performance.

## **EQUAL OPPORTUNITIES POLICY**

Jobshop UK operates an equal opportunities policy. This means that, when making an offer of an assignment, we will not discriminate on grounds of disability, age, sex, marital status, race, ethnic origin or colour.

We focus on the needs and requirements of the job and your ability to do it.

## **PROBLEMS, FEARS & WORRIES**

Please talk to us. We promise to listen and are always interested to hear about any thoughts or ideas you may have.

Please keep us informed of absence, holidays/breaks from work, and changes in your personal circumstances, address, telephone number and bank details.

Keep in touch!

## **IF YOU LEAVE JOBSHOP UK**

We will need to replace you so please give us as much notice as you are able. We will retrieve your P45 from your Payroll department and send it to you last notified address or, by arrangement, you can collect it from our Poole office.

We hope you enjoyed working with Jobshop UK and that the assignments you have undertaken may benefit your future career.

If you feel you have made friends at Jobshop UK give us a ring or call in. We would like to know how you are.



## **THE BENEFITS OF TEMPING WITH JOBSHOP UK**

We at Jobshop UK would like you to feel that you are a valuable member of our temporary team and we like to keep you informed of all the incentives, bonuses and benefits of working with Jobshop UK:

Temp of the Month – every month one of our team of temps is awarded 'Temp of the Month' for outstanding efforts and going the extra mile within the work place.

Temp of the Year – for particularly outstanding efforts throughout the year on temporary assignments.

Quality Survey – a survey sent to all candidates who register with us. We constantly seek feedback from you on how we can improve our service.

Annual Christmas Party – this is for all temporary members of staff as well as Clients and gives you the opportunity to 'let your hair down'!

Holiday Pay – 28 days paid holiday.

Discount card – this card can be used locally by all members of the temporary team when shopping and spending that hard earned cash!

Investors in People – Jobshop UK has achieved the IIP (Investors in People) accreditation. We believe this to be a valuable asset and a sign of our commitment to you.

Loyalty Bonus – clock up those hours and you will be rewarded with various prizes for all your hard work. Details can be found in your starter information pack.

### Stakeholder Pension

From October 2001, certain employers are required to designate to their employees a registered stakeholder pension scheme. As a temporary worker with a contract for services you are not an employee of Jobshop UK and therefore we are not your employer for this purpose. However, at our discretion and once you have worked for Jobshop UK for a continuous period of three months, we may provide you with details of a scheme and permit you pay contributions to the designated pension scheme through our payroll. This does not mean that you become an employee, or are being treated as an employee, of Jobshop UK.

## **JOBSHOP UK**

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