



Working with 1st Choice Staff Recruitment Ltd

Thank you for registering with 1st Choice SRL and asking us to assist you in finding permanent and/or temporary work. Before we start working together - there are a few things that you will need to know!

Timesheets

- Timesheets **MUST** arrive at your relevant 1st Choice office by 9 am at the latest on a Monday following the week worked
- You must ensure that your timesheet is signed by a line manager – not yourself!
- If your timesheet is not in on time we cannot guarantee payment on time
- Your timesheet is **YOUR** responsibility – it's your wages after all!
- You can scan and email or photograph and send on your mobile – as long as it's a clear image.

Holiday

- The holiday year runs from 1st OCT to 30th SEPT yearly.
- To book holiday you need to check with your line manager if it's possible, and if so complete a holiday request which can be downloaded from the candidate zone on our website
- You should request your holiday the week before you need to take it where possible please
- If you do not take all your accrued holiday before the end of the holiday year you will **LOSE IT**
- Please complete a holiday form which you can download from the candidate zone on our website - we do not accept a note written on a timesheet, but you can email your request to us please put Holiday Request in the subject title
- Managing your holiday is solely your responsibility

Sickness/Absence

- Call your normal 1st Choice office if you are sick or cannot attend work for any reason **BEFORE** your start time please
- Out of hours the usual number will divert to a mobile so you can always call to notify us
- Please **DO NOT** email a call is better

Pay

- Your pay will be weekly a week in arrears, into the bank account you have provided
- Your payslip will be emailed to you weekly and you will receive your pay on a Friday
- If you have any pay queries please contact your branch Consultant
- Should you need to contact the Tax Office/HMRC the reference number you will need to quote is 475 VA74454 along with your own NI number which is on your payslip

Permanent Job seekers

- When we have a position that we think suits you, we need to work fast! Please call us back as soon as you can – ideally same day!
- We try to be transparent in our dealings – please do the same and be honest with us too especially if you have other interviews it helps us to keep our clients fully informed and increases our chances of landing you the perfect job!
- If for any reason you cannot attend our office for registration or our clients' premises for interview please let us know – don't just not turn up!
- We will do our best to give you all the information that you need to prepare successfully for your interview, please let us know if there is anything further we can do as we want you to succeed! If you're not sure about something just ask

Our Service

It is part of the service offered to our clients that you will register with us and attend an interview with a Consultant. Once registered, we will be able to put you forward to suitable temporary bookings or permanent vacancies. Under the Employment Agencies Act 1973, it is a requirement that we confirm your desire for us to provide you with recruitment services. We will act as both a Recruitment Agency and an Employment Business, as defined under the Act, depending on whether you are looking for permanent and/or temporary work respectively and you authorise us to seek work for you. Please inform us by return if this is not the case and we will cease to act on your behalf.

You will never be charged by us for the services that we provide you. The client will have agreed Terms and Conditions to agree that they will pay for our services. By registering, you acknowledge that, if the client wishes to employ you directly if you are working on a temporary assignment or have been introduced to the client, that we will be entitled to charge the client an introduction/transfer fee, or to agree to an extension of the hiring period with the Client (after which you may be employed by the client without further charge being applicable to the Client).

Permission to Work in the UK

We are obliged, in line with Home Office guidance on the prevention of illegal working, to verify and take scans of original ID documentation as evidence of your right to work in the UK.

Equal Opportunities

We are committed to a policy of equal opportunities for all work seekers and will adhere to our policies at all times which are regularly reviewed to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union. You are fully entitled to belong to one or more Trade Union(s).

Health and Disability

Please inform your Consultant of any health issues or disabilities that might be relevant to the position or role that you are seeking and make us aware of the reasonable adjustments that will enable you to perform the role sought. Please also inform us of any reasonable adjustments that might be required in order for you to have access to our recruitment services and to attend interview or take aptitude tests.

Data Protection

The information that you provide verbally and on any CV or other documentation will be used by us to help to provide you work finding services. In providing these services, you consent to your personal data being included on a computerised database indefinitely and consent to us transferring your personal details to our clients. We may, in certain circumstances, check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds or in any other way permitted or required by law. By registering with us, you consent to your personal data being forwarded to clients and to references being passed to potential employers. We are a Registered Data Controller with the Information Commissioner's Office and can assure you of the confidentiality and care with which your Data is handled. Should you require your personal details to be removed from our database, please advise us of your request which will be actioned with immediate effect.

Modern Slavery Statement

We are committed to developing and adopting a proactive approach to tackling hidden labour exploitation. Hidden labour exploitation is exploitation of job applicants and workers by third party individuals or gangs other than the employer or labour provider including rogue individuals working within these businesses but without the knowledge of management. It includes forced labour and human trafficking for labour exploitation; payment for work-finding services and work-related exploitation such as forced use of accommodation. It is understood that it is often well hidden by the perpetrators with victims, if they perceive of themselves as such, reluctant to come forward. If you, yourself or anyone you know has experienced such treatment or have any concern at all please let us know now or at any time in the future.

Criminal Convictions

During the registration process you will be asked if you have any unspent criminal convictions outstanding against you. It is a legal requirement that you must declare any unspent criminal convictions. You do not have to declare any spent criminal convictions.

Thank You!

Thank you again for choosing to work with us, we look forward to assisting you. Please do email your branch if you have any questions or concerns about the content of this email. If we do not hear from you to the contrary, we will presume your acceptance of the information as a part of our registration process.

We are looking forward to working with you GOOD LUCK!