



Working And Living in UK

Who Are Gap Personnel?

- Gap Personnel is one of the Top 3 independent industrial recruiters in the UK
- We have over 25 branches all-over UK,
- We place and payroll over 8,000 temporary workers per week
- We cover more than 2.2 million shifts per year
- We employ over 270 specialist recruitment staff
- There are 11 Specialist divisions in Gap Personnel
- Our brand turnover exceeds £100m per year

Our Divisions



Accreditations and awards





stronger together
tackling hidden labour exploitation



ALP
Association of Labour Providers



REC
Member



b
★★
best companies
2014



REC
Audited



2014
award



INVESTORS
IN PEOPLE | Gold



Gangmasters
Licensing Authority

Selection of our Clients





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Before You can start work...

Before you can start work for Gap Personnel, you will need to pass an English and an Occupational test.

These test will contain questions that will check your understanding of English and your written English. These tests will check your mathematical skills, attention to detail and potentially your knowledge of working within warehouse environment.

Although these test are not difficult, you should ensure that you are prepared to take them

If you do not pass these tests, you will not be placed to work.

What Gap Personnel can offer?

- short and medium term temporary contracts
- long term ongoing temporary contracts
- temp to perm contracts

It will always be very clearly explained to you what type of contract is being made available to you.

You will always be given time to prepare for your trip. You will never be pushed or pressured to take the offer.

No one from Gap Personnel will ever charge you any fees for work.

**On some occasions CRB check may be needed
(to make sure that you have no criminal offences).**

A Valid Passport or ID is needed to work for Gap Personnel

General warehouse work may include:

- Picking and packing
- Despatch
- Stock control
- Goods in

Please be aware that this is a physical job, you might be required to walk in an excess of 8 miles per day and stay for long periods of time

What Gap Personnel can't offer?

As a Temporary Employment Agency we cannot offer you accommodation – we might be able to refer you to companies providing accommodation but the arrangement will be directly with you

As your Employer we will always put every effort to offer you a stable job with as many hours as possible but we are unable to guarantee that you will always work 37.5 hours a week. You have to be prepared for a possibility that you might be on occasion sent home early or your shift might be cancelled and you will not be paid for the hours lost .

For some contracts January – March are months in the year where there is very little work and you have to be prepared that during that time there might not be any hours available – we as a company will always endeavour to assist you with another job offer in any other part of the country as long as you are happy to relocate.

We cannot guarantee that you will keep your job if you deliver poor attendance, poor performance, poor attitude. In the event of a gross misconduct (i.e. theft, fight at work etc.) we will terminate your assignment immediately and you will not be offered alternative vacancy with Gap Personnel.



National Insurance Number

National insurance number is a unique number allocated to only one person.

Once received it cannot be changed, you retain the number for life

It acts as a reference number when communicating with Department for Work and Pensions and HM Revenue & Customs (HMRC). It also makes sure that the National Insurance contributions and tax you pay are properly recorded against your name.

If you start work or set up on a Self-Employment basis, you must apply for a National Insurance number if you do not already have one. If you have right to work in UK, you will need to telephone Jobcentre plus 08456 000 643 to arrange your National Insurance Number. Lines are open from 8:00am to 6:00pm Monday to Friday and are normally less busy before 9:00am

You might be required to attend an "Evidence of Identity" interview.

You need to apply for National Insurance Number within 4 weeks from your start date.

Bank Account

When you work in UK, you are required to open UK Bank Account to receive payments, and prevent issues with TAX and NI Contributions,

There are many banks to choose from within the UK and you should visit Bank branch and ask them for help in opening bank account. You must have your ID documentation with you when applying to open a bank account.

If you have any problems locating a bank branch, please speak to a member of Gap Personnel team who will try to help you.

Most banks will open an account for free but you should always read T&C before signing the agreement.

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Cost of Living in UK

Cost of living in UK obviously differs to the cost of living in other countries. Some items might be more expensive and you might struggle to find some products.

There are many European shops around UK, so once you settle in to the UK, you should ask around out where are they, so you could buy products you need.

There are various supermarkets across the country, such as ASDA, Sainsburys, Tesco, Morrisons, Lidl, Aldi, etc. All of these shops sell groceries - fruits, vegetables, frozen food, meat, and alcohol. Most places sell cigarettes and have Pay Points where you can top up your mobile, pay bills or transfer money.

Accommodation

Gap Personnel will **NOT** provide accommodation for you when you arrive to UK. You must arrange this yourself.

www.google.com is a very helpful website, on which you can search for Landlords in the area within the UK to which you intend to relocate.

Your Gap Personnel representative might be able to provide you with details of companies which may be able to help you source accommodation within UK, however these companies are **NOT** representatives of Gap Personnel and you must deal with them directly and not through Gap Personnel.

How to get there?

- By Plane:
 - www.ryanair.com; www.wizzair.com; www.easyjet.com; www.skyscanner.net;
- By Car:
 - A car journey will involve a ferry ride.
- By Bus:
 - There may be buses going to UK



What will happen now?

If you are interested in work for Gap Personnel in UK, you will now go through the following process:

- Interview with Gap Personnel Consultant. The interview will be conducted in English.
- If successful, you will be informed of a start date, UK Interview Address and contact details for Gap Personnel team who will be placing you in to work. Also you will receive useful information on settling in to UK.
- You should arrange your transport to UK, once you receive confirmed start date.
- You should ensure you have accommodation for when you arrive to UK.
- Once you arrive to UK and go to complete your registration and have your 2nd interview with UK Gap Personnel team, you will be tested on your English, mathematics, attention to detail etc. if you fail these tests, you might not be allocated any work. Please make sure you study prior to departure to England!