



**EMPLOYMENT**

# HOW TO FIND A JOB

You can use different sources to help you find a job:

## 1. **NEWSPAPERS-**

check local newspapers for jobs in your area.

For example

**Belfast Telegraph** advertises jobs on Tuesdays / public sectors jobs/ and on Fridays /private and voluntary sector jobs/. Look up Jobfinder section. You can also visit the web site at [www.belfasttelegraph.co.uk](http://www.belfasttelegraph.co.uk)

**The Irish News** has the job finder on Thursdays.

## 2. **ADVERTISEMENTS-**

on windows, boards of some restaurants, coffees, shops, supermarkets. Very often those are part-time jobs and not very well paid.

## 3. **EMPLOYMENT AGENCIES-**

many of them are listed in the Yellow Pages usually under Employment Agencies or check [www.yell.com](http://www.yell.com).

They must not charge you any money for finding a job. It is better to register with a few of them to increase your chances for employment.

## 4. **JOB CENTRE-**

which is a governmental agency providing help to unemployed people. Find your nearest branch in Yellow Pages.

## 5. **INTERNET-**

You can search web sites of particular companies and organizations for their vacancies, or check some job web sites through browser.

In Northern Ireland most employers will have their own application forms and they will not accept CVs. Check if there is a deadline for the application to be sent.

Employers also often ask for names of two referees. **Referees** are people who know you and could give a reference about you. Relatives as referees are usually not accepted. It is an employer who will contact referees to ask for reference on you, you need to provide just their names and contact details.

*When unemployed you are not entitled to any benefits unless you satisfy certain criteria. For more information see Social Security leaflet.*

## RECOGNITION OF QUALIFICATION FROM YOUR COUNTRY

To check if your qualification is recognized in UK contact:

**CCEA-** Council for Curriculum, Examinations and Assessments.

**UK NARIC ECCTIS Ltd.**

You may be charged for using their services.

# WORKING LEGALLY, REGISTRATION

As soon as you have started a new job for an employer in the UK and within one month at the latest you are required to register with **the Home Office Worker Registration Scheme(WRS)**. (Home Office is a governmental office department responsible for immigration). In some cases you may not need to register with the Home Office.

For example if you

- are providing services for an employer who is not established in the UK
- have been working legally in the UK for 12 months or more in the job you held on 1.5.2004
- were granted leave to enter the UK before 1.5.2004 as a seasonal agricultural worker and began working on Seasonal Agricultural Workers Scheme on or after 1.5.2004
- worked for an authorized employer in the UK for at least 12 months without interruption and for that period you were also registered with the Home Office. (Interruption should not be longer than 30 days).
- are **self-employed**. In this case you have to register with Her Majesty's Revenue and Customs (HMRC) which is a tax office as soon as possible by telephoning 08459154515.

Always check with the Home Office whether these exceptions apply to you or not.

Contact

The Worker Registration Team

Telephone: 01142596262

email: [WRS@ind.homeoffice.gsi.gov.uk](mailto:WRS@ind.homeoffice.gsi.gov.uk)

or seek specialist advice at independent advice organizations (see the contact list at the end of this leaflet)

## HOW TO REGISTER WITH THE HOME OFFICE

You need to complete a WRS application form.

Application forms, guidance and more information is available from [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk) or [www.workingintheuk.gov.uk](http://www.workingintheuk.gov.uk).

You can also phone 08705210224 or try to ask your employer as s/he may provide you with an application form as well.

When you have filled the application form, your employer should keep a copy of it.

If it is your first application you will need to send the original with your passport (or ID card), two passport photographs, a letter from the employer confirming your employment and a payment £70 to Worker Registration Team

Home Office  
Walsall Road  
Cannock  
WS11 0JA

**Application should be sent by special delivery, which will cost you approximately £4. Local post office will help you.**

**If you plan any travel send your ID card instead of your passport as it may take some time to receive the documents back.**

**If sending a passport keep a copy for yourself in a case it may be lost.**

**You may want to use the address of your employer to receive the documents back in a case of moving address.**

When your registration is approved you are issued with a worker registration card and certificate. In case you change job you need to re-register with the Home Office but you will not need to pay the fee again.

You will need to be registered until you have worked up to 12 months in the UK without an interruption of up to 30 days.

***When you legally worked in the United Kingdom for 12 months without interruption you will have full free movement rights of a European Citizen. You can apply for European Residence Permit to confirm your right to live in the UK under European Community Law.***

***Application forms EEC1 are available from the Application Forms Unit telephone- 0870 241 0645 or visit [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk)***

## EMPLOYMENT RIGHTS

### **STATEMENT OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT- CONTRACT BETWEEN YOU AND YOUR EMPLOYER**

You are entitled to a written statement between the employer and yourself within two months from starting your job.

It should include details such as:

pay, working hours, holidays, notice period, sick pay, pensions.

Make sure that you have understood everything before you sign it.

***It is important for you to have your contract of employment in case there is any disagreement over your work to help you enforce your rights. It also helps you to know what your entitlements in the workplace are. However if you do not have it, you can still enforce your rights in law but it may be more difficult to establish the detail of your entitlements.***

### **PAY, MINIMUM WAGE**

Minimum wage is the minimum that you are entitled to be paid for your work.

It also depends on your age.

#### **At the moment**

<b>aged 16-17</b>	£3.00 per hour
<b>aged 18-21</b>	£4.25 per hour
<b>aged 22 and over</b>	£5.05 per hour

There is a different minimum wage when working in the agricultural sector:

#### **If you are**

<b>aged 16</b>	£3.18 per hour
<b>aged 17</b>	£3.71 per hour
<b>aged 18</b>	£4.52 per hour
<b>aged 19 and over</b>	£5.31 per hour

Please note that all the hourly rates are revised from time to time.

You can contact **National Minimum Wage Helpline/** Northern Ireland for more information.

If you have questions about the agricultural minimum wage contact- (028) 90520813 in Northern Ireland.

If your employer pays you less s/he is breaking a law.

Contact your nearest **Citizens Advice Bureau** Office to seek advice. You can also contact the **Minimum wage helpline** to seek advice/enforce your right to the minimum wage.

## DEDUCTION FROM WAGES

By law you should receive pay statements (pay slips) for any wages you are paid. It shows you how much money has been taken from your wage.

From the money you earn your employer can lawfully deduct the following

- **NATIONAL INSURANCE CONTRIBUTIONS**

You need to pay NI contributions to qualify for certain benefits when you need them.

- **TAXES**

By paying taxes you are contributing to pay for services provided by government such as roads, education, health service e.g.

It is an employer who should register you with a tax office- **Her Majesty's Revenue and Customs (HMRC)** and deduct taxes from your wages. You can check in any branch of HMRC if your employer has done so. You find contact points for HMRC also at [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

If you do not earn much or you feel you paid too much taxes you may be entitled to claim some money back. Contact HMRC for further advice.

The money for NI contributions and taxes is automatically taken from your wage.

### **National Insurance Number**

NI number is used for deduction of NI contribution and taxes, also for counting how much contributions you paid in order to qualify for benefits.

You keep this number for the rest of your life. This is an example of what it looks like: **AB256789C**

#### **How to get NI number**

You will need to attend an interview to get your own NI number.

Visit your nearest **Job Centre** or **Social Security Office**. You can find the address in the Yellow Pages. Bring a passport with you and ask them for an appointment for NI number.

***Apply for the number as soon as possible because you need to wait for the interview.***

You will receive a letter with a date of your interview and the documents you need to bring with you to the interview. Read the letter carefully and try to bring all required documents to the interview.

Other deductions can be made but must be agreed by you and your employer either in writing or verbally. Details of these deductions should be included on your pay statement. Those include

- **MONEY FOR ACCOMMODATION**

A maximum amount £26.25 a week (£3.75 per day) can be deducted if you are paid no more than National or agricultural minimum wage. If your wage is higher you may be charged more.

Please note that this amount is revised from time to time.

- **MONEY FOR TRANSPORT**

There is no maximum amount set. An employer may deduct an amount from wages to cover transport but should have agreed an amount in advance with you as a employee. This agreement should be in writing so that it can be easily demonstrated that you have in fact agreed. You should however have freedom to choose your own form of transport if you do not wish to avail of the employer's facility for travel.

***If you have doubts about deductions from your wages contact Citizens Advice Bureau or National Minimum Wage Helpline.***

## TIME OFF WORK

### **ILLNESS**

Your contract may provide details of your sick pay entitlement. If not you may be entitled to Statutory Sick Pay (SSP) which is a legal minimum. It is paid for up to 28 weeks. However you need to satisfy the qualifying conditions.

If your employer does not want to pay you SSP you can contact **HMRC** for further advice. Find your nearest branch in Yellow Pages.

### **MATERNITY**

All pregnant women are entitled to paid time off for medical appointments.

You can take at least 26 weeks maternity leave and you may be paid Statutory Maternity pay rate but it depends how long you have worked for your employer.

You can get more information from the personnel department of the company you work for alternatively contact local **Citizens Bureau**.

### **Childcare**

You can arrange a registered childminder for your child, or arrange a nursery while at work.

For more information on childcare contact **Employers for Childcare**.

In some circumstances government may contribute to pay for this. Find out more from your local **Security Office**.

### **PATERNITY**

As a father of a newborn child you are entitled to up to 2 weeks paid time off work if you have worked for your employer for a minimum of 26 weeks ending with the fifteenth week before the baby is due. Paternity pay for the 2 weeks is paid at the Statutory Paternity pay rate, not full pay.

### **HOLIDAYS**

You should get at least 4 weeks of paid holiday a year.

Those working in the agricultural sector are entitled to 20 days during the first year of employment rising to 21 days plus eight days taken from the following days in subsequent years:

*New years day, St Patrick's Day (17<sup>th</sup> March), Good Friday, Easter Monday, May day, 12<sup>th</sup> & 13<sup>th</sup> July, 1<sup>st</sup> and Last Monday in August, 12<sup>th</sup> & 15<sup>th</sup> August and the last Saturday in August, 25<sup>th</sup> & 26<sup>th</sup> December.*

Full details on entitlements can be obtained from the **Agricultural Wages Board** (028) 90520813.

If your contract is for less than a year or you work part-time you are still entitled to a pro rata amount of leave. It may include public holidays. All details about your holidays should be set out in your contract of employment.

Further information on holiday entitlements can be obtained from the **Labour Relations Agency**.

***Always speak to your employer in advance about the time off work. Otherwise you risk problems with your employer.***

## **WORKING TIME**

You cannot be forced to work more than 48 hours per week averaged over 17 weeks. But you can still agree and sign to work more if you wish to.

If you work longer than 6 hours you have the right to 20 minutes break, if aged 16 & 17 years old you are entitled to 30 minutes break after working 4.5 hours.

## **Working at night**

If working at night you should not work more than an average of 8 hours for 24 hours in any 17 week period.

There are special provisions regarding night work for 17& 18 year olds.

Further details can be obtained from the **Labour Relations Agency**.

## **HEALTH AND SAFETY**

By law you have the right to work in a safe and healthy environment. You should also receive training about health and safety at your work.

**If you have concerns about health and safety in your work** try to speak to your manager or safety representative. If still worried, contact **Health and Safety Executive**, tel. 08701545500.

# **PROBLEMS AT WORK, ENFORCING YOUR RIGHTS**

If you experience problems at work or feel that you have been unfairly dismissed you may want to consider the following steps

- 1. try to speak with your manager, supervisor, personnel officer and solve the problem following the procedures at your workplace. In most cases, you must make your complaint in writing to the employer prior to lodging a complaint to the Industrial Tribunal.*
- 2. contact independent advice bodies. They can provide you with free advice. Here are some of them:  
**Citizens Advice Bureau.**  
**Labour Relations Agency**  
**South Tyrone Empowerment Programme (STEP)**  
You can also contact a **Trade Union**, but you need to be a member.  
To be a member you need to pay a small membership but when you have problems at your workplace a Trade Union will provide free advice and may represent you at the court if you need it. Unions are divided into different sections depending on the sector you work in.  
If you are a shop worker or working in manufacturing contact **T&G**.  
If you work in health care or education contact **UNISON**.*
- 3. employment tribunal, which is a court specializing in employment issues. They do not provide any guidance and advice, you can just put your claim in to get an impartial decision about your case.*

**\*\*\* VERY IMPORTANT! \*\*\***

***Make sure that you have tried all the above options otherwise your complaint to an employment tribunal may be refused.***

## **USEFUL CONTACTS:**

**National Minimum Wage Helpline/** Northern Ireland tel: 0845 6500 207, web:[www.nmwadvice.co.uk](http://www.nmwadvice.co.uk).

**Employers for childcare**, tel: 08000283008, web:[www.employersforchildcare.org](http://www.employersforchildcare.org)

**Labour Relations Agency**, E-mail: [info@lra.org.uk](mailto:info@lra.org.uk), web: [www.lra.org.uk](http://www.lra.org.uk)  
- Belfast, tel: (028) 90 321442 , Londonderry, tel: (028) 7126 9639

**CCEA- Council for Curriculum, Examinations and Assessments**, tel: (028) 90261200, web:  
[www.ccea.org.uk](http://www.ccea.org.uk)

**UK NARIC ECCTIS Ltd.**, tel: 01242260010, email- [info@naric.org.uk](mailto:info@naric.org.uk), or visit- [www.naric.org.uk](http://www.naric.org.uk)

**South Tyrone Empowerment Programme (STEP)** Unit 7 Dungannon Enterprise Centre, 2  
Coalisland Road, Dungannon, BT71 6JT, tel.(028) 87729002, web:[www.stepni.org](http://www.stepni.org), e-mail:  
[info@stepni.org](mailto:info@stepni.org)

### **Portadown Migrant Worker Centre:**

Transport and General Workers Union, Rainbow Corner, William Street Portadown,  
tel: 028 3839 9595

### **Cookstown Migrant Worker Project**

Gortalowry House, Cookstown tel:( 028) 86763322

### **Multi-Cultural Resource Centre(NI)**

9 Lower Crescent, Belfast tel:(028)90244639, web:[www.mcrc-ni.org](http://www.mcrc-ni.org)

**Trade Union**, for full list of Unions go to: [www.ictuni.org](http://www.ictuni.org)

### **T&G:**

Transport House, 102 High Street, Belfast BT1 2DL  
Tel: 02890 232381  
Fax: 02890 240133

### **UNISON:**

#### Belfast:

Unit 4, Fortwilliam Business Park  
10 Dargan Road  
Belfast BT3 9JZ  
Tel: (028) 9077 0813  
Fax: (028) 9077 9772  
Text tel: (028) 9077 0803

#### Derry:

The Old Church  
Clarendon Street  
Derry BT48 7ES  
Tel: (028) 7136 5600  
Fax: (028) 7136 5601

**Citizens Advice Bureau.** Find your nearest branch in the Yellow Pages,  
web: [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)