

## **WORKING IN THE UK:**

### **PERMISSION to WORK:**

To work in the UK you must:

EITHER have a full EU/EEA passport or National Identity card of one of the member states of the EU/EEA or Switzerland.

OR be a worker from an 'accession' country (i.e. Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia) who uses the Worker Registration Scheme. This applies if:

- you have started a new job since 1 May 2004
- you were working in the UK before 1 May 2004 without authorisation
- you are working on a short-term or temporary basis
- you are a student who is also working

Application forms and further information can be obtained from the Applications Forms Unit. Contact them on 0870 241 0645 or via [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk)

Once you have been working legally in the UK for 12 months, without interruption, you will acquire full free movement rights and will be able to obtain an EEA residence permit confirming your status.

### **CHANGING JOBS:**

If you change jobs, you will need to renew your registration with the Worker Registration Scheme but you will not have to make any further payment. You can find out more from the Home Office by contacting them via [www.ukba.homeoffice.gov.uk/workingintheuk/](http://www.ukba.homeoffice.gov.uk/workingintheuk/)

### **HELP to FIND WORK:**

If you are looking for a job, many organizations list their job vacancies in the local paper. Some job vacancies are also listed on the Internet.

Jobcentre Plus has a network of offices throughout the UK where computerized touch-screen jobpoints enable you to find information about jobs locally and nationally. You do not have to be unemployed use this service which is provided free of charge. Opening hours vary. Visit the websites at [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk) or [www.dwp.gov.uk](http://www.dwp.gov.uk) to get more details of their locations and telephone numbers.

There are agencies that specialise in finding employment for people from European or other countries. EURES, the European Employment Services may be able to help. See <http://ec.europa.eu/eures/> EURES is a partnership between all the employment services in the EU to support free movement of workers. The EURES system circulates job vacancies and gives access to up-to-date information in each EU member state via a computer network. EU internationals looking for employment can place their CVs on the website. Registered employers then use the service to search for suitable applicants who they are then able to contact directly.

### **YOUR RIGHTS AT WORK:**

The terms and conditions of employment need to be agreed between you and your employer in a contract of employment or a contract for services. You should make sure you fully understand what is written in the contract before you sign it. It should include detail of how much and how often you will be paid as well as the conditions of your employment including discipline procedures. Your employer could pay your wages straight into your bank account, or give them to you as a cheque or cash. You should earn more than the legal minimum wage, and no amounts should be taken out of your wages (except for taxation and national insurance contributions) unless you have agreed to that in writing.

You can find out more about your employment rights on [www.dti.gov.uk/er/index.htm](http://www.dti.gov.uk/er/index.htm)