

Essential information for new arrivals in Derbyshire

employment & work



In Derbyshire, there are people from different backgrounds, ages, cultures and religions, who we hope feel they belong to one community. The information provided outlines the key elements of living in a cohesive community, as well as how to engage with various services to make the most for your life in Derbyshire.

The Derbyshire Constabulary's Community Safety Team at Force Headquarters has made every effort to ensure the information provided from its own and partner organisations, is accurate at the time of publication. The information may change over time and is for guidance purposes only.

Readers are therefore encouraged to obtain copies of the other leaflets designed to help new arrivals settle into their life within Derbyshire through accessing services available.

Working in United Kingdom (UK)

To work in the UK you must have a full European Union (EU)/ European Economic Area (EEA) passport or National Identity card of one of the member states of the EU/EEA or Switzerland. The Workers Registration Scheme, for the A8 nationals which was in place since May 2004 has been closed since 30 April 2011. Workers from the A8 countries can access UK labour without needing permission from the UK Border Agency.

European nationals (EEA or Swiss nationals) can apply for a registration certificate which confirms their right of residence in the UK under European Law. However it is not obligatory to obtain documentation confirming your right to reside in the UK.

For more information on how to apply and why you may want to apply visit: www.ukba.homeoffice.gov.uk/eucitizens

Workers from the two accession (A2) countries can access the UK labour market only with the prior permission of the UK Border Agency.

A8 Countries

Poland · Latvia · Lithuania · Czech Republic · Slovakia
Slovenia · Estonia · Hungary

A10 Countries

A8 plus Malta and Cyprus

A2 Countries

Romania · Bulgaria

Finding work

If you are looking for employment within Derbyshire, many organisations list their job vacancies in the local papers or on job sites online visit: www.thisisderbyshire.co.uk and www.myderbyjobs.co.uk

Jobcentre Plus is a Government organisation which has a network of offices throughout the UK where computerised touch screen points enable you to find information about jobs locally and nationally. They also have personal advisers who can help you find the right kind of job for you, based on discussions regarding your work experience, existing skills, existing training/qualifications, education/training opportunities and any further support you might need to get back into education, employment or training. They also assist with applying for jobs, preparing you for job interviews and starting your own business.

Employment agencies find jobs for workers who register with them. Such agencies usually have direct contact with the employer who has employees hired with the agency to work for them. Work providers are sometimes called ‘gangmasters.’ They supply workers directly to employers, but must be licensed and have to meet strict standards. The Gangmasters Licensing Authority oversees agricultural, horticultural, food processing and packaging employment. The Gangmasters Licensing Authority has produced a

leaflet entitled 'Worker's Rights' that sets out the responsibilities of labour providers and of workers. This can be accessed via their website: www.gla.gov.uk

Your rights at work

The terms and conditions of your employment need to be agreed between you and your employer (known as employment contracts). You should make sure you fully understand what is written in the contract before you sign it. It should include details of how and how often you will be paid and the conditions of your employment, including disciplinary procedures.

For further information on employer-specific details, such as Health and Safety, sick pay, harassment and discrimination at work, childcare, Trade Unions, different Unions, and membership of professional organisations, you should contact your employer's HR department or your local Citizens Advice Bureau.

Working conditions

Most workers have a basic 37 or 40 hour working week (no more than 48) with a minimum of 4 weeks annual holiday entitlement for full time work. However, you can opt out of the 48 hours working week rule, to allow you to work more than this, which must be voluntary and in writing. In addition, your employer should give you rest breaks and put limits on your working hours, including you:

- must have at least a 20 minute break if your shift is longer than 6 hours
- should have 11 consecutive hours not at work during a 24 hour period
- should not have to work more than 48 hours in a week, on average
- should get at least 1 day off a week, or two days off in every 2 weeks

National minimum wage

There's a law in the UK that says your employer should pay you more than a certain amount for the work you do. This amount is called the National Minimum Wage and is set by the Government. For people doing non-agricultural work, this rate is £3.64 per hour for all workers under the age of 18 who are no longer of compulsory school age; £4.92 per hour as a development rate for workers aged 18-20 years old and £5.93 per hour for workers aged 21 years and over.

For more information contact the pay and work rights helpline on 0800 917 2368.

Deductions

When you are paid by your employer, it is important to bear in mind that you will have several deductions made from your wages for Government purposes, such as Income tax and National Insurance contributions. These should be detailed in your pay slips from your employer. If you feel you are paying too much or too little tax, you should contact your employer who will be able to advise you on this. You may also have deductions to cover for travel or living expenses. If you think there is a problem with these deductions, you should see an employment adviser or contact the pay and work rights helpline.

National Insurance Number

A National Insurance (NI) Number is given to people born and resident in the UK and is used to both record a person's NI's contributions and credited contributions as well as to provide a reference number for the whole social security system, e.g. for health, employment and tax codes. You do not have an automatic legal right to a NI number, but there are circumstances when you are legally obliged to apply for a NI number and register for NI purposes, e.g. when commencing employment. To apply for a NI number, you should contact your local Jobcentre Plus office. Alternatively you can telephone Her Majesty's Revenue and Customs (HMRC) Registration Helpline on 0845 915 7006.

Volunteering

You may want to give some of your free time to a good cause. Being a volunteer can help to improve your language skills and to get work experience and references. If you want to get involved in voluntary work within your local community, you can contact one of the local volunteer centres or one of the borough's Community and Voluntary Sector (CVS) centres.

Useful contacts

You are advised that you can attend any of the 46 Derbyshire County Council's state public libraries, which have 400 public PC's with free broadband access. These will assist you in accessing some of the information which is provided on the websites listed below.

Work visas for workers outside of the EU/EEA member states
www.ukba.homeoffice.gov.uk

Gangmasters Licensing Authority (GLA) general information or if you are concerned that a labour provider is failing to meet standards or operating without a license contact the GLA
Tel: 0845 602 5020 www.gla.gov.uk

Job Centre Plus office
Tel: 0845 6060 234 (Jobseekers Direct helpline)
www.direct.gov.uk/en/employment/jobseekers/contactjobcentreplus

National Minimum Wage
www.payandworkrightscampaign.direct.gov.uk

Employment contracts
www.worksmart.org.uk/jargonbuster

Health and Safety in the workplace
Tel: 0845 345 0055 www.hse.gov.uk

Equality and discrimination within the workplace
Tel: 0845 604 6610 www.equalityhumanrights.com

Trade Unions

Tel: 020 7636 4030 email: info@tuc.org.uk www.tuc.org.uk

Employment advice: contact your local Citizens Advice Bureau

www.citizensadvice.org.uk

Income Tax:

Tel: 0845 300 0627 www.hmrc.gov.uk/incometax

EMAC Derby (Eastern European Migrant Advice Committee)

Advice on employment, housing and benefit related queries.

Tel: 07777 626276 www.emac-derby.org

Volunteering opportunities:

Amber Valley CVS

33 Market Place, Ripley, Derbyshire, DE5 3HA Tel: 01773 512076

email: admin@avcvs.org www.ambervalleycvs.org.uk

Chesterfield and North East Derbyshire Links CVS

Ground Floor, Blenheim Court, 17 Newbold Road

Chesterfield, S41 7PG Tel: 01246 274844

email: linkscvs@btconnect.com www.linkscvs.org.uk

Derbyshire Dales CVS

Agriculture Business Centre, Agricultural Way, Bakewell

Derbyshire, DE45 1AH Tel: 01629 812154

email: enquiries@ddcvs.org.uk www.ddcvs.org.uk

Erewash Voluntary Action CVS

EVA at Long Eaton Art Room, Granville Avenue, Long Eaton,

Derbyshire, NG10 4HD Tel: 0115 9466740

email: enquiries@erewashcvs.org.uk

www.erewashvoluntaryaction.org.uk

High Peak CVS

1a Bingswood Industrial Estate, Bingswood Avenue, Whaley Bridge,

High Peak, SK23 7LY Tel: 01663 733649

email: hello@highpeakcvs.org.uk www.highpeakcvs.org.uk

South Derbyshire CVS
46-48 Grove Street, Swadlincote, Derbyshire, DE11 9DD
Tel: 01283 219761 email: office@sdcvs.org.uk
www.southderbyscv.org.uk

The following website provides links to all the Volunteer Centres within Derbyshire www.volunteercentrederbyshire.co.uk

Some key council services are dealt with by Call Derbyshire (Derbyshire County Council's contact centre)

Tel: 08456 058058 (weekdays 8am-8pm and Saturdays 9:30am-4pm)
www.derbyshire.gov.uk

If you require this leaflet in Braille, large print or another format, please write with your request and contact details to:
Force Headquarters Butterley Hall Ripley Derbyshire DE5 3RS
or Tel: 0345 123 3333.

www.derbyshire.police.uk

In producing this and associated leaflets, various partner organisations were engaged with in the development and implementation, we would like to take this opportunity to thank them.

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