

NOTES FOR INTERVIEW

Dear Applicant

Major changes to the Employment Agencies Act 1973 have recently come into effect, which have a dramatic effect on the way every recruitment company operates. These changes are due to the implementation of the Employment Agencies Act Regulations 2003, which every employment agency and employment business must abide by. The Regulations became law on the 6th of April 2004.

Below is a list of some of the things that our company will be undertaking whilst in the process of finding you work.

1. We would like to inform you that New Directions Pharmacy acts as both an employment agency and an employment business, which means that we will seek to find you either permanent or temporary positions in accordance with your requirements and the job availability.
2. We are legally obliged to confirm your identity. To do this we will require you to confirm your Royal Pharmaceutical Society registration number. We may also require you to provide official documentation to prove your identity, such as a passport or driving license.
3. You may also be required to provide evidence of any qualifications, training, experience and suitability for the work you are asking us to find for you.
4. If we find you temporary employment (i.e. locum or supply work) we will inform you of details of the booking and assignment in an electronically written format within 3 working days, either by e-mail, SMS text, fax or by letter.
5. This confirmation will include the agreed rate of pay for the booking, the address and contact details of the client and the length of the assignment if it is known.
6. If you are registering for work that involves contact with children or vulnerable adults you will be required to undertake or provide an ENHANCED Criminal Records Bureau check.

If you register with, or attend interviews through other employment agencies or businesses who do not mention the above points it is possible that they are not complying with employment legislation.

If you feel strongly about this or wish to seek further information about the Conduct of Employment Agencies and Employment Businesses Regulations 2003 you can contact the Department of Trade and Industry by any of the following means:

Telephone: 020 7215 5000 Email: dti.enquiries@dti.gsi.gov.uk Website: www.dti.gov.uk