



## **WELCOME TO PURSUIT RECRUITMENT**

Whether you are looking for a short or a long term Temporary Assignment, we will do our utmost to help you.

As part of our registration process, you will be required to sign a Workseeker's Agreement – a member of the Pursuit Team will go through this with you.

We want you to enjoy working with us and have fun whilst doing it!

### **Pursuit Competitions**

We regularly hold fun competitions for all our Temporaries, giving you the chance to win some fantastic prizes! These include: theatre tickets, bottles of champagne and weekends away - we also include cinema tickets and the latest DVD or CD releases, newsletters to keep you up to date with Pursuit information and fill you in with the latest competitions and job opportunities.

### **Social Evenings**

We value team atmosphere amongst our Temporaries giving you the opportunity to meet new people and have a great time.

We believe in giving something back and reward you for your efforts and hard work.

### **Once you start Temping with Pursuit**

#### **Your P45**

On commencing employment with us, we will require your P45. Please ensure you give us your P45 so you are given the correct Tax Code.

#### **Sickness**

If for any reason you are unable to work, please contact your Temp's Consultant as soon as possible, most certainly before 9am that day. Pursuit Temporaries may be eligible to receive Statutory Sick Pay.

#### **Holiday**

All Pursuit Temporaries are eligible to paid annual holiday, which is accrued as worked. It is not possible to carry forward any holiday into another year.

#### **Timesheets**

Each week you will receive a timesheet. Copies of your timesheets can also be obtained by dropping in to see the Temporary Team. In case of an emergency whereby you require a copy of your timesheet in order to make the payroll cut off period, we are able to fax a copy to you at your workplace.

The timesheet must be completed at the end of each week and faxed to your Temp's Consultant. So that we can process your pay, we need to receive your timesheet by 9am every Monday.

### Pay & Tax

Your pay and tax is calculated on an hourly basis and the hourly rate may vary from assignment to assignment. Your Temp's Consultant will confirm your rate of pay each time you start an assignment.

You will be paid weekly in arrears every Friday, directly into your bank account. Tax and National Insurance will be deducted at source.

### What to expect when you register with Pursuit Recruitment?

We are passionate about what we do and care about the welfare of our candidates. We know how difficult and daunting it can be finding a career that suits people and finding a new job. That is why it is important for the team at Pursuit Recruitment to give a thorough interview when candidates register with us. When candidates are invited in to register with us they are given an individual appointment time. We will ask you to register on our bespoke electronic registration system and complete a number of tests and assessments relevant to your skill set. You will then be interviewed by our experienced Consultants, within private interview booths, where candidates are able to discuss their job requirements and aspirations in private. Our Consultants will be on-site to offer advice and guidance on Curriculum Vitae preparation, interview technique, presentation skills and career opportunities.

### Important Information

- Please allow 1 hour and 30 minutes to register
- Bring along a copy of your passport or Birth Certificate
- Send an electronic copy of your current Curriculum Vitae
- Referee details including contact telephone numbers
- If you are looking for temporary work ensure you have your bank details to hand



As recruitment professionals, we are highly respected, well established and very successful Recruitment Consultants. Truly hundreds of jobseekers entrust their career to us. We have an innovative approach to recruitment and are dedicated to ensuring that we encourage our Clients to interview Candidates based purely on competencies.

Pursuit Recruitment are dedicated to you and your search for a career. We take great care and time to listen to your needs and would only put you forward for positions that we know are best suited for you.

### **FREE TRAINING**

We offer a self-taught tutorial which guides you through the latest intermediate and advanced Microsoft software packages. We can then reassess your system knowledge and provide you with guidance and information on how to improve your skills. This will then enable you to enhance your skills and confidence within an ever changing IT industry.