



WORKING IN THE UK



NOTE

The information contained in this leaflet is correct to the best of our knowledge. Jobcentre Plus cannot be held responsible for any errors or changes to the details contained therein.

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1. INTRODUCTION

The information given in this booklet is only relevant to European Union (EU) & European Economic Area (EEA) (i.e. Iceland and Norway) nationals who wish to work in the United Kingdom (UK).

2. GENERAL INFORMATION

The United Kingdom is a full member of the European Union (EU). It comprises England, Scotland, Wales, and Northern Ireland. English is the official language, though Welsh (Wales) and Gaelic (Scottish Highlands and Islands, Northern Ireland) may be spoken. The ability to speak and write English is vital for most jobs.

Scotland has separate legal, education, banking and church systems and its own parliament for education, health and transport matters.

Wales also has its own National Assembly for Wales covering education and training, economic development, health and the Welsh language.

Nationals of the European Economic Area (EEA - the EU member countries plus Norway and Iceland) have the right to live and work in the UK without restriction and without a work permit. EEA nationals working in UK have the same rights as UK nationals with regard to pay, working conditions, access to housing, vocational training, social security and trade union membership. Families and immediate dependents are entitled to join them and have similar rights. However, entrants from certain countries, including Poland, must take part in the Workers Registration Scheme.

Currency

The unit of currency is the pound sterling. (£).

Notes: £50, £20, £10, £5, (£1 printed by Scottish banks).

Coins: £2, £1, 50p, 20p, 10p, 5p, 2p, 1p.

Weights and Measures

1 inch	=	2.54 cm
1 foot	=	30.48 cm
1 yard	=	91.44 cm
1 mile	=	1.6 km
1 pint	=	0.57 litres
1 gallon	=	4.55 litres
1 ounce (oz)	=	28.35 grammes
1 pound (lb)	=	0.45 kg
1 ton	=	1016 kg



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Electrical

Three pin plugs are standard in the UK; therefore, you will require an adapter for any appliances that you bring to the UK that are fitted with a two-pin plug.

Driving

Unlike the rest of the EEA, in the UK we drive on the left.

Emergencies

Dial 999 for the police, fire brigade or ambulance. These calls are free. The coastguard also is 999, free call.

3. FINDING WORK

A work permit is required for the Isle of Man and Alderney in the Channel Islands. For details about your employment rights in the other Channel Islands, contact:

The Controller of Social Security

32 La Motte
St Helier
Jersey
Tel. 00 44 (0) 1534 280 000

Guernsey Social Security Authority

Edward T Weadon House
Le Truchat
St Peter Port
Guernsey
GY1 3WH
Tel. 00 44 (0) 1481 732 500

Isle of Man Jobcentre

Division House
31 Prospect Hill
Douglas
Isle of Man
IM1 1PJ
Tel. 00 44 (0) 1624 685 680



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Jobcentre Plus

Jobcentre Plus has a network of offices throughout the UK. Look in a telephone directory under Jobcentre Plus to find the address of your nearest, or call Jobseeker Direct on 00 44 (0) 845 606 0234

Jobcentre Plus vacancies are also advertised on the Internet. The website address is www.jobcentreplus.gov.uk.

Private agencies

These are in most towns and cities. Look under Employment Agencies or Personnel Consultants in a business directory e.g. Yellow Pages for addresses and telephone numbers.

Vacancy information on the web

There are a number of vacancy websites on the internet. Selections are listed below:

Reed Online – information and job opportunities from Reed employment agency
www.reed.co.uk

Fish4jobs – vacancies from the UK's national and regional press-
www.fish4jobs.co.uk

Top Jobs on the Net – Professional, technical and management jobs-
www.topjobs.co.uk

Monster – vacancies, on-line curriculum vitae facility and interview tips. Has a link to the Mortar Board site, which is aimed at graduates- www.monster.co.uk

Adecco– job bank from Adecco employment agency- www.adecco.co.uk

Channel Islands Jobs Board is a free online recruitment for the Channel Islands of Guernsey, Jersey, Sark and Herm- www.cijob.com

Newspapers

National newspapers such as The Guardian, The Times, The Independent, The Telegraph and The Financial Times all carry job adverts usually for the more professional appointments such as in teaching, business, law and social work. Many also now have sites on the Internet.

The Guardian <http://recruitment.guardian.co.uk>
www.jobsunlimited.co.uk



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The Independent	www.independent.co.uk
The Times	http://www/the-times.co.uk
The Daily Telegraph	http://www.appointments-plus.co.uk

Seasonal and Casual Work.

This more readily available during the summer months and typically, will be in places such as hotels, factories, farms, holiday centres, etc.

Speculative Applications

Curriculum Vitae/applications should be typed and accompanied by a covering letter. You should send these, typically, to large firms or organisations in the UK. If your profession has a registering body or association, they might be able to provide you with information about companies in the process of recruiting or about to do so.

4. IMMIGRATION AND REGISTRATION DOCUMENTS

To work in the UK you must have a full EU/EEA passport or National Identity card of one of the Member States of the EU/EEA;

EEA nationals are free to enter the UK for up to 6 months to look for work or set up in business.

You will have the right to remain longer as a jobseeker only if you are continuing to look for work and have a genuine prospect of finding work.

If you find employment, you may apply for a residence permit to confirm your right of residence as a worker.

Application forms (ECC1) and further information can be obtained from:

Immigration and Nationality Directorate

European Community Group

B6 Division

Block C Whitcraft Centre

Wellesley Road

Croydon

CR9 1AT

Tel: 00 44 (0) 870 241 0645



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5. HEALTH

Free medical services are available to EU/EEA nationals in employment or seeking employment in the UK.

You should apply to your local health centre to be registered with a National Health Service (NHS) doctor. Note that some NHS doctors also practise privately.

In the UK there are charges for prescribed medicines, dental services, eye test and spectacles. However, if you are on a low income or already receiving other state benefits you may be able to get help with the cost of these items. For further information, contact your local Jobcentre Plus office or social security office.

Sickness Benefit

If you are already in receipt of state sickness benefit in your home country then you may be able to transfer this payment to the UK. Ask for further details at any social security office in your own country before you come to the UK.

If you become sick whilst you are working in the UK consult your employer for information on procedures. You can also contact the local Jobcentre Plus office, Jobcentre or social security office for information concerning your rights and your employer's statutory obligations.

Further information

For more information concerning your health rights whilst in the UK contact

Department of Health
Primary Care Branch
Room 7E04
Quarry House
Quarry Hill
Leeds
LS2 7UE
Tel: 00 44 (0) 113 254 5834

6. SOCIAL SECURITY

EEA citizens should obtain certificate E301 from their social security departments **before** they come to the UK and take it to their local Jobcentre Plus office, Jobcentre or social security office in order to make a claim.

Social security benefits cover unemployment, illness, invalidity, work accidents, work related illnesses, maternity, widowhood and pensions. Contact your local



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Jobcentre Plus office or jobcentre for further details. The Jobcentre Plus website address is: www.jobcentreplus.gov.uk

Further information is given in the leaflet SA29 'Your Social Security, Insurance, Benefits and Health Care Rights in the European Community and in Norway, Iceland and Liechtenstein'.

Jobseeker's Allowance

If you are entitled to unemployment benefit (Jobseeker's Allowance) in your own country and have been claiming this benefit for at least 4 weeks, you may continue to receive this benefit for up to 3 months whilst you seek work in the UK. To export unemployment benefit from other countries to the UK, **you should give your own social security office as much notice as possible. You will need to ask for form U2 from your Social Security Office before you leave. Give form U2 to the office at which you register to claim benefit in the UK. However, note that some countries will not give you form U2. Instead, they will send it directly to the UK Department for Work & Pensions (DWP) Pension's and Overseas Benefits Directorate.**

To be eligible for Jobseeker's Allowance without a break you must register at the nearest Jobcentre Plus office or jobcentre in the UK within 7 days. If you miss the deadline, you will only receive benefit from the day you register.

If you become unemployed whilst in the UK register with your local Jobcentre Plus Office or Jobcentre. If you do not register straight away, you may only receive benefit from the day you register.

Pensions

If you work in two or more EEA countries, you will be able to combine state pension insurance paid in each state. For more information contact the Social Security office in your own country before you, leave for the UK. If you are already here in the UK, contact your local social security office.

The Citizens Advice Bureau (CAB)

This organisation offers free independent advice on all social welfare issues. There is an office in most towns and are listed under "Information Services" in business directories e.g. The Yellow Pages or on the website www.adviceguide.org.uk.



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7. TAXATION

The British tax system levies various taxes on all income generated in Britain, and on British residents' income from abroad. Anyone who is physically present in Britain for six months or more in any tax year is regarded as resident for tax purposes, but tax is also payable under certain other circumstances.

Before entering the UK check with your own taxation institute for further advice.

In the UK, you should contact Her Majesty's Customs and Revenue, www.hmrc.gov.uk for information and advice. You will find the address and telephone number of the nearest office here or in a business directory e.g. **The Yellow Pages**.

Income Tax

Any income you receive from employment in the UK is likely to be liable for tax. All EU countries have reciprocal **double taxation** agreements in place, which means you, will not have to pay tax twice on the same income.

After allowances, income tax is charged at rates of 20%, 40% or 50% Income tax is levied in the UK at three rates:

Basic Rate (20%)	£0- £37,400	(2010/2011 figures)
Higher Rate (40%)	£37,401- £150,000	(2010/2011 figures)
Additional Rate (50%)	over £150,000	(2010/2011 figures)

Value Added Tax (VAT)

This is levied at a standard rate of 15 %. VAT is not payable on certain goods and services such as rent and children's clothing.

Council Tax

This is a local taxation to pay for the public services in your area. It is assessed on the value of your property, whether you own or rent.

National Insurance Contributions

National insurance contributions are deducted from all employees' wages, providing:

- they are over age 16;
- they are under state retirement age; and



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- their earnings are above the Lower Earnings Limit (the Lower Earnings Limit for 2010/2011 is £97 per week)

Every employee eligible to pay National Insurance contributions is issued with a National Insurance number (NINO). Your employer will arrange this for you and will calculate the amount of National Insurance deducted from your gross salary, before tax.

More information on tax and National Insurance allowances can be found at the Inland Revenue's website at <http://www.inlandrevenue.gov.uk/rates/index.htm>

8. EMPLOYMENT ISSUES

REMEMBER, employment protection legislation in your home country does not extend to work in the UK. The terms and conditions of employment are a matter of agreement between you and your employer.

Contracts.

If you are offered a contract, you should make sure you understand the method and frequency of your pay.

Working Conditions

The Working Time Regulations 1998 covers various regulations - maximum working hours, annual leave entitlement, rest periods, health and safety etc.- but there is some flexibility so

you should expect to find some variation in working practices. An average would be a 37.5 hour working week with four weeks annual holiday.

For a leaflet explaining these regulations call 00 44 (0) 845 6000 925.

For more information see www.acas.org.uk or the Department of Trade and Industry (DTI) Information Line on 00 44 (0) 20 7 215 5000.

Pay

There is a national minimum wage. Workers between 18-21years old are entitled to a minimum wage of £4.83 per hour, rising to £5.80 per hour for workers aged 22 or over. These levels can only be affected by provision of accommodation or accredited training.

Statutory sick pay commences after four days though companies usually top this figure up with their own sick pay schemes for established workers.



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There is no legal requirement for employers to recognise trade unions, but they are widely recognised.

Dismissal and Termination of Contract

The Advisory, Conciliation and Arbitration Service (ACAS) aims to help conciliation in industrial disputes including those about unfair dismissal, equal pay, sex and race discrimination.

ACAS can be phoned, see yellow pages under “Information Services”.

Equal Opportunities

Under the Race Relations Act 1976, racial discrimination is unlawful in all areas of life such as employment, education and advertising. This legislation is enforced by the Commission for Racial Equality.

Sexual Discrimination is also unlawful under the Sex Discrimination Acts 1975 and 1976. These acts cover areas such as employment and training, housing and education. Women in Britain are entitled to equal pay with men when doing similar work and legislation is enforced by the Equal Opportunities Commission.

9. ACCOMMODATION

Finding accommodation in the UK is not easy. It is strongly recommended that you do not come to the UK without accommodation.

Short Term Accommodation

Short-term accommodation includes Youth Hostels, YMCA/YWCA hostels, Bed and Breakfast places (B&B) and hotels. Local tourist offices will be able to help.

Rented Accommodation

Accommodation is often advertised in local newspapers and in estate agencies and accommodation agencies. Shop windows are also used. An advance of one months rent plus a refundable bond for furnishings is usual. If you use an agency you can expect to pay an additional fee.

Lettings are generally of two kinds: assured tenancies with long term security of tenure, and assured shorthold tenancies for a fixed period of at least six months.

It is illegal for landlords to evict tenants from their home without a court order. Harassing tenants to make them leave is also a criminal offence. You should report any case of harassment or illegal eviction to the Local Authority, which has the power to prosecute Rents vary widely according to size and standard of



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accommodation and on a regional basis. Rents are highest in London and the South East.

Buying Property

Details of houses and flats for sale can be obtained from estate agents (or from solicitors in Scotland) and advertisements in newspapers.

Mortgages

You may be able to obtain a mortgage loan to help pay for a house or a flat. You will probably have to provide part of the purchase price, and the normal maximum loan will be about three times your gross annual earnings, typically repayable over 25 years.

Housing Benefit

If you are on a low income or receiving benefits you may be able to claim Housing Benefit from the Local Authority. Contact your local town hall for further advice (or Housing Department in Scotland).

10. EDUCATION

Education in England, Scotland and Wales is part of the local government structure and Local Education Authorities are responsible. In Northern Ireland, education is a central government responsibility in liaison with local authorities.

For specific information about education in a particular area of the UK, you should contact the local council's Education Department.

Education is compulsory between the ages of five and sixteen.

The National Assembly sets the content of the National Curriculum in Wales. The study of the Welsh language is compulsory up until the age of sixteen.

Pre-School Education

Every child aged four and over in the UK has the right to a free place in a state-run nursery school. Places in voluntary or private pre-school establishments for children under three years old are usually paid for by the parents. Many children under the age of five attend state nursery schools or nursery classes attached to primary schools. Others may attend playgroups in the voluntary sector or in privately run nurseries. Some schools operate an early admission policy that admits children under 5 into "reception classes". Attendance at all of the above is voluntary and may be on a full or part-time basis (e.g. from a few hours to five days a week).



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State Schools

The majority of pupils attend publicly funded (state) schools, where parents do not pay for their children's places. Generally, children aged between five and ten attend primary schools, those between eleven and sixteen (and sometimes beyond) attend secondary schools. Primary schools generally accept both boy and girl pupils (co-educational). Most secondary schools are co-educational, but some are single-sex schools. There are very few state-maintained boarding schools; information and advice about those that do exist can be obtained from the State Boarding Information Service (STABIS) on www.stabis.org.uk or www.dfes.gov.uk/boarding/

Independent Schools

About 10% of children in the UK attend independent schools, known as public schools. Independent schools do not receive any funding from the state; most of their finances are raised from fees paid by parents or income from investments. Further information and advice about independent schools can be obtained from the Independent Schools Information Service (ISIS) by telephoning 00 44 (0) 207 798 1500.

The (National) Schools Curriculum

The National Curriculum operates in England, Wales and Northern Ireland and starts at five years old. It covers all state school education in four "key stages" up to the age of sixteen. The Curriculum sets out what subjects pupils should study, what they should be taught and what standards they should achieve. The final assessment at the end of Key Stage 4 is in the form of GSCE (General Certificate of Secondary Education) examinations.

In Scotland, the Secretary of State issues national advice and guidance to schools. Pupils between the ages of fourteen and sixteen generally study for Standard Grade examinations and National Certificates.

Further Education

Over the age of sixteen, education is not compulsory, but is available in some secondary schools or sixth form colleges (England and Wales only), tertiary colleges and colleges of further education.

Further education colleges cater for full-time 16-18-year-olds, but also usually offer a broad and flexible range of part-time academic, vocational and professional courses for adults. These courses can range from foundation to degree level.



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Colleges are responsible for determining their own policies regarding tuition and examination fees for adults; fees for 16-18-year-old UK and EEA students are not usually charged.

Higher Education

Degrees, post graduate study and research, higher diplomas, higher certificates and a limited number of professional courses are offered in universities and colleges of higher education on a full time basis for students over the age of 18.

Students in Higher Education may receive grants, but are largely reliant on subsidised loans to cover both living expenses and fees. Students from other EEA are treated on the same basis as UK students. For further details contact:

Department for Education and Skills

Mowden Hall
Staindrop Road
Darlington
County Durham
DL3 9BG
Tel: 00 44 (0) 870 0012345

Adult Education

Local authorities also run adult education programmes. Contact your local education authority for further details.

Open University is a nation-wide distance learning scheme which offers a wide range of degree courses. No previous qualifications are needed. For further details write to:

Open University
Walton Hall
Milton Keynes
MK7 6AA
Tel: 00 44 (0) 190 827 4066

11. COMPARISON OF QUALIFICATIONS

Professional/degree qualifications can be compared by Naric. There is a fee for this. Contact them on their website www.naric.org.uk.



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12. CULTURE

You should remember that the way of life, customs, educational methods and standards in the UK may be very different from those in your country, and you may feel at a disadvantage if you do not speak English. The laws governing personal and business relationships, trade unions, driving, personal freedom, international travel, buying and selling and so on, may be quite different from what you are used to.

Without a high degree of fluency in English, getting established will be very difficult. It may be useful to contact the British Embassy or British Council in your own country. For extensive cultural information contact:

British Tourist Authority

Thames Tower
Blacks Road
London
W6 9EL

Web: <http://britishtouristauthority.org/>

There are also tourist information offices in most towns.

Although most people in Wales speak English, for some, Welsh is their first language. This is particularly so in North and West Wales. In many jobs it is essential to speak both Welsh and English and all road signs are given in English and Welsh which can be confusing for visitors.

13. LEGAL MATTERS

Once in the UK you will be subject to the laws of the UK. In the event of any legal problems, you should contact your Embassy or High Commission.

14. INFORMATION

The British Council run a wide range of international programmes, including work placement opportunities, graduate teacher programmes, vocational training and course-related work experience. Full details of all programmes, including downloadable fact sheets, are available on the British Council website, at www.britishcouncil.org

The Central Bureau provides information and advice on all forms of educational visits and exchanges:



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Central Bureau for International Education & Training

10 Spring Gardens

London

SW1A 2BN

United Kingdom

Tel: 00 44 (0) 20 7 389 4004

Web: www.centralbureau.org.uk

15. CHECKLIST

Before you leave your home to take up employment in the UK, ensure that:

- ❖ You have a full EU passport or national Identity Card.
- ❖ You know of and have any documentation required for your stay/employment
- ❖ You understand the terms and conditions of your contract of employment including the method/frequency of pay
- ❖ You know what travel arrangements need to be made, who is liable to pay for them (you or the employer) and whether there are any conditions attached to them being reimbursed
- ❖ You have arranged accommodation
- ❖ You have investigated the area of health insurance (i.e. European Health Insurance Card)
- ❖ You have adequate money to last until you are paid or if you need to return home for any reason.