



# My Job



# My Job

## LOOKING FOR A JOB?

The **Haringey Works Team** can help at:

**Wood Green Library** and **Marcus Garvey Library** in Tottenham.



**You can visit between 9am-5pm.**



**020 8489 2852** to book an appointment.

You can access the service if you live in Haringey, are allowed to work in the UK and are available by telephone or email.

They provide information, advice and guidance to support Haringey residents into work.

They can help with:

International qualification transfers [NARIC]

Creating or updating your CV

Searching for jobs and completing application forms

Interview tips and techniques

## NATIONAL INSURANCE

Whether you're from the UK, the European Union, or anywhere else in the world, you need a **National Insurance Number** to work legally in the UK.

When you have a job, National Insurance is taken from your wages by the Government before you get paid. Your payslip will show this. If you have moved to the UK already, you may have a National Insurance number printed on the back of your biometric residence permit. If you do not have a National Insurance Number, you must apply.

### How to apply:

You can only apply once you are in the UK. But you can start work before your National Insurance number arrives if

you can prove you can work in the UK.

To apply, please call the National Insurance number application line:



**0800 141 2075 (Monday to Friday, 8am – 6pm)**

## RIGHT TO WORK IN THE UK

If you're an EU, EEA, or Swiss citizen, you can continue to use your passport or national identity card to prove you can work in the UK until at least 31 December 2020.

There will be no change to the rights and status of EU citizens living in the UK until at least 31 December 2020. To secure your rights after that date, you and your family can apply to the **EU Settlement Scheme** to continue living in the UK.

If you aren't from one of the above countries, you will need a visa and/or work permit before starting employment in the UK.

For more information specific to your country, please visit:



**<https://www.gov.uk/government/world/organisations>**

For a full list of visas available to you, visit:



**<https://www.gov.uk/visas-immigration>**

## CONTRACTS

There should always be a contract between an employer and employee. It is not legal to be paid cash-in-hand.

You also have legal rights at work, including:

- Written terms of employment
- An itemised pay statement
- Parental leave
- Compensation for being made redundant
- A right not to be unfairly dismissed

## Zero hours contracts

Zero hours contracts do not specify how many hours you will be required to work. The contract says that instead of working a specific number of hours per week, you must be ready to work whenever you are asked.

If you are on a zero-hour contract, you are allowed to do other work too

## Key time contracts

Key time contracts are those where you are guaranteed some work but are not guaranteed regular hours each week

## Agency workers

You are an agency worker if you have a contract with an agency, but you work temporarily for an employer. You may also be called a 'temp'.

### Employment rights for agency workers:

→ receive the relevant National Minimum Wage and National Living Wage

→ pay should be agreed before an assignment begins

After 12 weeks in a job, an agency worker must receive the same pay as staff directly employed by the company unless they are on a 'pay between assignments' contract

This includes: basic pay, holiday pay, individual performance-related bonuses, commission, overtime pay, allowances for working shifts or unsociable hours

### What rights do agency workers not have?

If you are an agency worker, you do not have the right to:

→ Claim unfair dismissal if you are sacked without notice or good cause

→ Claim statutory redundancy pay

→ Claim maternity, paternity, adoption and parental leave

→ A written statement of main terms and conditions of employment

## PAY

The UK has a legal National Minimum Wage workers should be paid depending on their age. This amount changes every April.

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2019	<b>£8.21</b>	<b>£7.70</b>	<b>£6.15</b>	<b>£4.35</b>	<b>£3.90</b>

Your PAYSHEET will show how much you have earned during the pay period, and which deductions have been made.

## TAX

If you have just started a new job, you might pay tax through an emergency tax code. This could mean you get less money than you should until HM Revenue and Customs updates its records. Normally this will only be for a month or two at the most.

If you have been in your job for more than 3 months and think your employer has taken too much money for tax, you will need to check your tax code and let HMRC know if it is wrong on GOV.UK.



Please visit: <https://www.gov.uk/tax-codes>

Your pay will be adjusted so you pay the right amount of tax over the tax year.

## SICK PAY

You can check if you are legally entitled to sick pay here:



<https://www.gov.uk/statutory-sick-pay>

## MATERNITY LEAVE

You are entitled to maternity leave if you are an employee. You are not entitled to maternity leave if you:

→ Work for an agency

→ Are a casual worker

→ Are on a zero-hours contract

Your maternity leave will last for a year unless you tell your employer you want to return earlier. It cannot last longer than a year.

If you think your employer has not paid you statutory pay you are entitled to, you should contact HM Revenue and Customs for advice on what to do next.

## HMRC employee's enquiry line:



**0300 200 3500 (Monday to Friday, 8am to 5pm, Saturday 8am - 4pm)**

## HOLIDAY PAY

Your statutory holiday entitlement depends on how many days a week you work. You can check if you are entitled to holiday pay here:



<https://www.citizensadvice.org.uk/work/rights-at-work/holiday/holiday-pay-what-youre-entitled-to/>

## HARINGEY ADULT LEARNING SERVICE (HALS)

### Want to take a course?

Try the Haringey Adult Learning Service, based in Wood Green Library. The team there can help you get back into work, start a new role or improve your confidence.

#### Courses offered:

- **Functional skills** – English, Maths, IT
- **ESOL** – English for speakers of other languages
- **Career development** – training for careers like counselling, teaching and accounting
- **Family learning** – learning about and alongside your children
- **Well-being** – short courses designed to improve confidence, effectiveness and mind-set

You are able to fit in your studying around work and family commitments.

### How to enrol:

You do not need an appointment. Just turn up and:

1. **Complete an enrolment form at Marcus Garvey Library in Tottenham or HALS reception in Wood Green.**
2. **Take an initial assessment and get course advice. The assessment will tell you your level in English, Maths and Information Technology. It takes about 45 minutes per subject.**
3. **Bring your supporting evidence.**  
It must be dated within the last 3 months:
  - Proof of identity e.g. passport, ID card, driving license
  - Proof of benefit or income e.g. wage slip, letter from Jobcentre
  - Proof of address e.g. bank statement, utility bill

### Visit them at a drop-in session:

Monday	Citizens Advice Haringey	20E Waltheof Gardens, N17 7DN	10am-12pm
Tuesday	Marcus Garvey Library	1 Phillip Lane, N15 4JA	10am-12pm, 2pm-4pm
Wednesday	Citizen Advice Haringey	20E Waltheof Gardens	10-12pm
Thursday	Wood Green Library	187-197A High Road, N22 6XD	10am-12pm, 2pm-4pm
Friday	Hornsey Library	Haringey Park, N8 7JA	10am-12pm, 2pm-4pm
Saturday & Sunday	Closed	Closed	Closed

 **0300 330 1187 (Weekdays 10am-1pm & 2pm-4pm)**

 **[www.citizensadvice.org.uk/local/haringey/contact-us/?serialnumber=101367](http://www.citizensadvice.org.uk/local/haringey/contact-us/?serialnumber=101367)**

→ Proof of state pension

Refugees and asylum seekers and their dependents will need to provide evidence of status in the UK e.g. passport with stamp

### Enrol onto course

Payment

You may be eligible for a free course. We can check your eligibility when you enrol.

### Contact Details:

Marcus Garvey Centre  
1 Phillip Lane,  
London, N15 4JA

Haringey Adult Learning Service  
Wood Green Learning Centre,  
Ground Floor,  
Wood Green Library,  
High Road, N22 6XD

 **0208 489 2596/2523**

 **[hals@haringey.gov.uk](mailto:hals@haringey.gov.uk)**

 **<https://www.haringey.gov.uk/jobs-and-training/adult-learning/hals-programme>**

### Dispute with Employer? ACAS can help!

ACAS (Advisory, Conciliation and Arbitration Service) provides free and impartial information and advice to employers and employees on all aspects of workplace relations and employment law.

The ACAS Helpline number is **0300 123 1100**.

**Citizens Advice** - If you have any concerns about pay or other issues with your employer, you can contact Citizens Advice in Haringey.