

Your Welcome Pack

Welcome to Amber Employment Services!

Whether you're looking for your first job, a more senior position, temporary work or a whole new career, we will help you find the perfect role. The information included in this pack should help you to understand what we do and what things mean.

Amber is tasked by the companies we work with to find Agency Workers (temporary staff) and permanent staff (including Fixed Term Contract positions). There are different rules and regulations for each type of contract.

We do not charge you for finding or securing work. (We are paid by the company who engages you as an Agency Worker or employs you directly.)

Registering with us

Our client companies rely on us to match suitable candidates to their open vacancies. With this in mind, it is always best to approach a registration interview with us as you would a potential employer. We act as an extension to our client's HR department and will often be required to provide a final shortlist of no more than three or four suitable candidates for each role.

Preparation is vital as the first impression you make is very important. Please ensure you have given some thought to the type of role you are interested in and geographic locations you would be prepared to work.

As part of the registration process, you will be asked to complete an application form to supplement your CV. You will also be asked for documentary evidence of your identity and entitlement to work in the UK. A passport will confirm your identity and also normally entitlement to work in the UK (unless a Work Permit is also required). If you do not have a passport, we will need to see a full birth certificate.

You will be interviewed by one of our qualified consultants. The interview will enable us to gain a good understanding of your preferences, where you would enjoy working and the skills you have to offer a potential employer. Our consultant will be happy to provide you with CV guidance if this is helpful to you, and will run through any suitable vacancies we currently have.

A set of assessments (for things like Word and Excel) will be emailed to you directly from our testing provider, ISV. The results of the assessments will be automatically submitted to us upon completion and will be available to you too on request. MS Office software training is available for free if you feel you would like a refresher on a particular package, or would like to learn to use a tool not previously worked with.

Please do stay in regular contact with us. Emails are great, but we are also very happy to see you in person if you pop by our office or call to keep us in the loop on your job search.

Our website explains our services and is always up to date with current vacancies:
www.amber-employment.co.uk

Permanent employment opportunities

Our partner companies provide us with details of their job vacancies. We then carefully select the most appropriate candidates to match their requirements.

We will always contact you to discuss your interest in a particular vacancy before sending your CV to a company. You will be told who they are, the job title, the type of work involved, the salary and benefits on offer and the key requirements of the role. If your initial application is successful, you will be invited to attend an interview with the company. We will be happy to talk you through the interview process and help you get ready.

Temporary work

Temporary assignments may range from a few hours or days to much longer. It can often lead to direct employment with that company, if that's something you both want to explore.

Before we offer you an assignment, we will need to receive statements from two independent referees. We will not approach any current employer without your written consent. All references are treated as confidential. (For avoidance of doubt, this includes disclosure under the Data Protection Act.)

When an assignment is offered to you, we will give you written details and inform you what experience, training, qualifications and any authorisation required by law or a professional body the client (and we) consider necessary. Assignments offered will match skills and abilities we believe you have.

As an Agency Worker, you will be engaged on a Contract for Services. For clarity, you will not be employed directly by either Amber Employment Services or the company you are placed with. You will be provided with a contract (Agency Worker Terms of Engagement) which will need to be signed.

Tips for job seeking

Looking for new job opportunities can be a job in itself! There are so many online jobsites that it's often difficult to know where to start. We advertise vacancies on the following websites, and would therefore recommend them to you:

www.reed.co.uk

www.cvlibrary.co.uk

www.indeed.co.uk

We often hear that people are put off applying for a job when they see a high volume of applications. Please don't be! We know from experience that there are lots of job seekers who apply for jobs even when they don't have the skills needed, which inevitably results in a lot of unsuitable applications – and a lot of rejections! Most recruiters will take the time to plough through the applications to find those who are a good match on paper. If that's you, your CV will stand out from the competition.

Don't be afraid to have more than one CV at your disposal; particularly if your career history lends itself to several options with your next move. When applying for jobs with a cover letter, it is always best to personalize it for each individual role. Generalised letters can be spotted a mile off, and it can really put a company off. If a company feels you have taken the time to research why you want to work for them in particular, you will stand out from the crowd.

Social media

If you have any social media accounts (like Facebook, Instagram or Twitter), take a moment to view them from the perspective of a potential employer. Checking out an applicant's social media accounts is becoming common practice by companies and we have heard of occasions when the only thing stopping them making a job offer was what they saw on the person's social channels!

LinkedIn is your professional social platform and can be invaluable, particularly if you are able to collect a number of referrals from ex-clients, colleagues etc. A well written LinkedIn profile with a professional photo can do wonders to aid your application to a company considering hiring you.

Working together

It's all about team work. It's important to us to take the time to get to know you and we take the responsibility of matching you to the right job seriously. Changing jobs or taking the first step into a new career is one of the most life-changing events you will ever experience; we want to find a position that you are best suited to and a company where you will be happiest working. It's not about box ticking, it's about having a personal relationship.

We will always have your best interests at heart and are as keen to find you a suitable role as you are. Please don't be offended if you haven't been speedily matched to a role. There will usually be a good reason for this – particularly if our client company is being very specific and has tasked us with shortlisting for interview.

Each member of our team is highly knowledgeable about all of the current vacancies and you will be able to speak with any one of us to gain an update on the opportunities available.

Thank you for choosing us to help you in your job search – we will do our best to help you find the perfect next role.

Good luck!