

## New to the UK?

Whether you're planning to travel or are already here, we look forward to welcoming you as a Gordon Yates temp.

Our standard welcome pack and UK tax guide (see Temp Team Hub) provide useful information for everyone planning to work as a Gordon Yates temp, and we recommend you download both of these. This pack covers some of the additional things you might need to know as a newcomer but we're here on hand to offer help and advice.



## Applying for your National Insurance number

Your UK National Insurance number is a unique personal number allocated to you that is used to identify you to HM Revenue & Customs and the Department of Work and Pensions.



It ensures the Government correctly records any contributions you are entitled to. Your National Insurance contributions go towards the UK social security and the state pension system

If you intend to work in the UK, you need to apply for a National Insurance number as soon as possible after arrival. This ensures that the contributions deducted from your pay get properly allocated.

In theory, National Insurance is there to pay for UK health and other social benefits. In practice it is just another element of employment taxation.

When you arrive in the UK, to apply for your NI number, please call your local Job Centre Plus to arrange an appointment.

- Telephone: 0345 600 0643 Monday to Friday, 8am to 6pm

jobcentreplus

Click on the link for more details about how to apply <https://www.gov.uk/apply-national-insurance-number>

You may apply for your NI number before you have secured employment however certain documents will be required (such as job rejection letters, letters from your recruitment agent etc).

As a registered candidate we will be happy to provide this for you if necessary.

## Opening a UK bank account

It makes sense to organise a UK bank account so you can manage receipts and payments more easily (and cheaply) while working here.

The links below give an example of the kind of bank services available:



### Barclays "Non Resident" Account

[https://wealth.barclays.com/en\\_gb/home/international-banking/who-we-help/resident-non-doms/non-resident-bank-account.html](https://wealth.barclays.com/en_gb/home/international-banking/who-we-help/resident-non-doms/non-resident-bank-account.html)

### Lloyds TSB "New to the UK" Account

<http://www.lloydsbank.com/banking-with-us/joining-lloyds/new-to-the-uk.asp>

### HBSC "Passport" Account

[http://www.hsbc.co.uk/content\\_static/en/ukpersonal/pdfs/en/passport\\_brochure.pdf](http://www.hsbc.co.uk/content_static/en/ukpersonal/pdfs/en/passport_brochure.pdf)

Whichever bank you talk to, identification and UK proof of residence will be needed. A valid passport/current eligible UK visa will usually satisfy ID requirements.

You will also need a valid UK address. A current tenancy agreement or a utility (gas/electric/council tax) bill may be requested, or some other original document confirming your UK address.

If you register as a candidate with Gordon Yates, we are able to provide you with a Confirmation of Registration letter to help you in opening a UK bank account.

## Applying for accommodation

Securing longer term accommodation can mean having to provide references and other documentation requested by landlords and/or their property agents.

For registered candidates we can provide a Letter of Support to help an application.

These days virtually all UK rented accommodation is let under contracts known as Assured Shorthold Tenancy agreements. This gives limited security of tenure for a specified term, usually six or twelve months.



If signing up for accommodation along with friends, be aware that you will probably be asked to sign as "jointly and severally liable". This means each one of you carries full responsibility, individually, for all the rest of you.

## Dressing for work

London offers every kind of working environment, from traditional to more casual to downright edgy. It's helpful to know the difference.

At Gordon Yates we work face-to-face with our employer clients, and guide our temp team when prepping them prior to a new assignment.

We want our temps to enjoy what they do and be successful. Looking the part is helpful. Having the right attitude though always matters more.

If you are struggling to find where to buy office clothes at reasonable prices, here is a list of high street retailers to start you off. You will be able to find anything from shirts, suits, dresses and skirts to accessories such as ties, shoes and watches.

- Marks and Spencer
- Dorothy Perkins
- New Look
- Debenhams
- Topshop/Topman
- H & M
- Uniqlo
- Primark
- Burtons
- T.M Lewin
- Next



Want to keep away from the crowds and prefer to shop online? Try these online boutiques and websites;

- ASOS
- Boohoo
- Misguided

## Getting around London

Public transport in London is good. A lot of the local population don't bother to own a car.

Visit <https://www.tfl.gov.uk/> - the Transport for London website – here you can plan journeys, keep up to date on current travel news and find out about the underground rail network (the “tube”), over ground rail, the bus network, the river buses, the bicycle hire scheme and lots more.

Alternatively, for more personalised travel, <http://www.the-london-taxi.com/london-taxi-fares-and-tips> will tell you all you need to know about London's famous black taxi cabs.

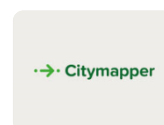
Bus and tube tickets are priced according to zone. London is divided into concentric circles (“zones”), with Zone 1 at the centre and Zone 6 reaching the outer stretches of the city.

Tickets can be purchased for single/return journeys, all-day travel or for pre-determined periods of time.

Find out about the Oyster card, a pay-as-you go travel card that works on most forms of London public transport and can save you money, especially for daily work journeys. Oyster cards can be topped up online as well as at underground stations and in many newsagent shops around the city.

Tube maps are available free of charge from station ticket offices. There are also useful apps you can download offering maps and route planners for the tube. Here are a couple of recommendations:

- Citymapper
- MX Tube Map



## What some of our overseas candidates thought...

*“My experience with Gordon Yates has been excellent. My recruiter at Gordon Yates, Suki, has consistently found me well-matched temporary work, without much effort on my behalf. In fact, over the 3 months I've been working in the UK I've only had a handful of days without work! Suki also constantly checks in to make sure that I am doing okay, and this constant communication style is unique to Gordon Yates and shows that they have genuine care towards their members.”*

*“Gordon Yates is by far the best agency I have used while being in London. The quality of companies I have been placed with as well as the great service I have always received from my consultant Amy has made my time doing temporary work in the UK really easy & stress-free.”*

*“I was generally impressed with the genuine care and interest I felt from the moment I walked in the door. As soon as I sat down for my recruitment interview I was certain that you were committed to listening to me and understanding my needs and goals. I would recommend Gordon Yates to anyone who needs a helping hand sorting out a job in London.”*

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