

Ace Appointment's FAQ's

If you haven't registered with an employment agency before, you may have some questions you would like to ask. Below are the questions we are most frequently asked but if you have any other queries then please contact us and we will be happy to help you.

Question 1

How do I register with Ace Appointments?

Step 1 - Ring to make an appointment or register your CV on-line.

Step 2 - We will make a mutually convenient time for you to register with us.

Step 3 - We will conduct a thorough but friendly interview with you to discuss your experience and personal aspirations.

Question 2

What do I need to bring with me?

For Temporary work

- A copy of your current CV
- Passport/EU Identity card/Full Birth Certificate or Letter from the Home Office confirming you are allowed to work in the UK

For more information on eligibility to work in the UK, go to www.ind.homeoffice.gov.uk

- National Insurance Number
- Relevant qualifications, accreditations, licences
- Details of your bank account
- The names, addresses and telephone numbers of referees

For Permanent work

- A copy of your current CV
- Passport/EU Identity card/Full Birth Certificate* or Letter from the Home Office confirming you are allowed to work in the UK *accompanied with proof of NI number

Question 3

Do I have to pay to register with Northern Employment services?

No - there are no fees to sign up with Ace Appointments.

Question 4

What happens after I have registered with Ace Appointments?

During your interview, we will spend time with you to establish exactly what you are looking for in a Temporary assignment or Permanent position. After the interview we will discuss with you any suitable current vacancies. Very often our applicants will leave with a temporary assignment or an interview arranged. If, however, we don't have the ideal vacancy to offer you, then we will stay in regular contact by phone or e-mail. We also ask that you keep in contact with us and inform us if your availability or circumstances change.

Question 5

Who pays me and how much will I be paid?

You are paid weekly in arrears by Ace Appointments for the hours you submit on your authorised timesheet. Your pay rate will depend on your assignment, assignment confirmation will be emailed to you once agreement of the assignment is confirmed.

Question 6

What notice period do I have to give to end my assignment?

As temporary worker employed on a Contract for Services you are not required to give notice to terminate your contract. Similarly you are not required to receive notice of your contract end date.

Question 7

Do I get paid Holiday pay?

As a temporary worker you are entitled to 28 days holiday per year which is accrued and calculated on your average hours worked and pay. The holiday year starts on the 1st October and ends on the 30th September, to request holiday you must request this in writing to your consultant. Holiday forms on available on our website.