



#### What we expect of you:

- ✚ Reliability. If you accept a job, BE THERE! If you are unwell or unable to get to work, let us know by 8.00am.
- ✚ Good work. Do what is asked of you, to the best of your ability. We'll offer our best workers more work.
- ✚ Communication. If you are looking for work, or are finishing a contract, let us know. The more you contact us, the more we can help you. When on site mobile phone use should be kept to a minimum.
- ✚ Safety at work. Make sure you work to the site Health and Safety procedures at all time. Do pay attention to all instructions and notices and don't put yourselves or others at risk.
- ✚ Good behaviour. Be polite and considerate on site at all times. Aggressive or abusive behaviour will not be tolerated.

#### Timesheets

Timesheets must be completed, signed by the client and sent to us by 4pm Monday. Failure to do so will delay payment. Timesheets can be faxed to 0208 246 4288. It is your responsibility to ensure that the timesheet is correct, as we can only pay you for the hours signed off by the client.

#### Payment

You will need to notify us of your payment details. Log into your candidate zone and download the payment details form. You will need to print off and send us the completed form. Once we have your payment details, wages will be paid in arrears and should clear by Friday morning.

Holiday forms, timesheets and other useful documents are available to download by logging into the candidate zone on our website.

020 8246 4270

jobs@gmrecruitment.co.uk

**gm recruitment**  
just the people you need.



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www.gmrecruitment.co.uk

#### gm recruitment is an employment agency supplying contract, temporary and permanent staff to clients across the UK.

Working for gm, we will endeavour to find you regular work within your chosen field. In addition to a consistent volume of work, you will receive experience that encompasses all of our core values; Quality of Service; Reliability; Honesty; Trust; Believability; and Respect.

#### How can I register for work?

You can register for work at any time by visiting [www.gmrecruitment.co.uk](http://www.gmrecruitment.co.uk) and completing our online profile, enabling you to search for and apply for jobs online. Alternatively you can telephone to register your details but you will not be able to apply for jobs online.

#### How can I send you my CV?

You can upload a CV to your online profile, just log in to your candidate zone and upload your CV. You can view and print your uploaded CV at anytime. If your details change, remember to upload your new CV. Alternatively email your cv to [jobs@gmrecruitment.co.uk](mailto:jobs@gmrecruitment.co.uk) or fax to us on 020 824 4288.

#### What you need:

Full PPE (Personal Protective Equipment):

- ✚ Boots
- ✚ Hard Hat
- ✚ Hi Vis Vest

#### What we need from you:

- ✚ Completed registration form
- ✚ Proof of eligibility to work in the UK
- ✚ 2 Forms of ID – passport/birth certificate etc
- ✚ National Insurance number
- ✚ 2 checkable references
- ✚ Copies of any certificates