



## Employer FAQs

### **What if I want a Skilled Worker?**

Keystone can of course try to find skilled workers or qualified workers for you. Please e-mail us or telephone and speak to one of our Recruitment consultants with your enquiry and we can search our extensive data base - Placement fee on request.

### **How do I go about getting a police check for an EU worker?**

You can request a potential candidate to get their own Police certificate - In the EU countries they must go to the local police station and pay a fee where the police check the computer police data base and if nothing comes up they will get a certificate. We automatically ask all our contact abroad to send for a police check for each candidate which accepts a job in the UK but if you wish to see a copy of it you must ask before they start their journey.

### **I cannot employ without a reference?**

It is Keystone's company policy not to send candidates to bookings unless we currently hold 2 references for each candidate.

### **What if I employ an EU worker who is already in the UK?**

If an EU Worker moves jobs with in the UK you must contact the Home Office with the new employment details. They should already have a NI number if they have worked in the UK for more than 4 weeks - or at least in the process of getting a number.

### **How do I get the right Tax Code?**

If the EU worker has only just arrived in the UK - once you have contacted the Local Benefits office for them to get the National Insurance Number and they have sent off to the Home Office for the Working Registration Scheme - you must send a P46 to your local Tax office. If the EU worker has already been working in the UK they should have a P45 and this will details the Tax Code. Contact your local Tax office for a temporary code for your employee before one is given to them.

It is the responsibility now of the employers to ensure they comply with the law. For more information please visit [www.employingmigrantworkers.org.uk](http://www.employingmigrantworkers.org.uk) or [www.cipd.co.uk](http://www.cipd.co.uk)