

Important Information

So that your time with us is as enjoyable as possible, we ask that you read & understand the information below. We endeavour to give you as much work as possible & offer you the best rates that we can so you can continue to develop your skills.

SICKNESS / LATENESS

In the event that you are running late or aren't fit enough to attend work, please ring us as soon as you can. **DO NOT EMAIL.** Between 5.30pm and 8.30am, call the emergency number 07944137880. During regular office hours, please call the office on 020 8971 6717.

MOBILE PHONES

Your personal phone must be kept on silent during working hours, with calls kept to lunch and breaks unless in the case of an emergency.

HOLIDAYS

Out of courtesy to our clients as well as ourselves, you must inform us of any pre-arranged interviews or holidays prior to accepting a booking. Bookings should not be accepted if you cannot commit to the specified duration.

Should you wish to take any holiday, you will need to give us one week's notice. Please note that your holiday runs from the first day that you work for Carlton and rolls for a 12 month period. Any outstanding holiday accrued at the end of 12 months will not be carried over into the following year.

TIMESHEETS

It is your responsibility to complete your timesheet on a weekly basis and email it over to us by 9.30am on Monday morning. This will ensure that you are paid on time on the Friday.

LUNCH

Please make sure that lunch is taken to fit in with the business day arranged by your Manager.

DRESS CODE

Please dress in appropriate work wear unless you are advised otherwise. See our 'Dress Codes' download for more information.

THE RECRUITMENT EXPERIENCE