

Starting a new job

If you are about to start a new job, this can be a challenging time, particularly if it is your first one. There are a number of issues you should consider:-

New Employment:-

- If you are moving from a different job or were not working previously, there will be new procedures to learn. These will probably be in a staff handbook or intranet and you should receive training to help you learn. This is likely to cover such subjects as health & safety, working hours and disciplinary/grievance procedures and IT policies.
- There is always a contract between an employee and the employer. You may not have anything in writing but a contract will still exist. This is because your agreement to work for your employer and your employer's agreement to pay you for your work forms a contract. For comprehensive information about rights at work, including contracts of employment and terms and conditions visit www.citizensadvice.org.uk
- Be aware that if you are an agency worker rather than an employee, your rights will be different. ACAS has a summary at www.acas.org.uk/index.aspx?articleid=1873
- Consider the cost and travel time involved in getting to your new job. Check out public transport facilities or calculate your fuel to determine the most cost and time effective method of travel.
- Check the holiday calculator at www.gov.uk/calculate-your-holiday-entitlement to make sure you receive your full holiday entitlement.
- You might want to consider joining a union - you can find one at www.tuc.org.uk
- Most employees have the right to an itemised payslip each time they are paid - look at www.gov.uk/payslips for more information. Check your payslip carefully, it is not unusual for errors to be made for new starters.
- All employees are entitled to receive a written statement containing terms and conditions of employment within two months of beginning work.

Benefits:-

- If you are moving from benefits, you will probably need to adopt a new routine around your hours of work and budgeting for longer periods if you are paid monthly. This can be a particular problem if you have to work "time in hand" (you don't get paid until a month after you start). Some employers expect you to work a 'free' week in hand or undertake training before you start paid work. You may wish to seek advice about this.
- There will probably be people that need to be told that you are now working or working at a different place. This is particularly important if you were previously receiving benefits as your entitlement will probably change. Failing to inform of a change of circumstances could result in an overpayment. Inform your local council if you are receiving housing benefit or council tax support, HMRC if you are receiving tax credits, and your Job Centre if you are receiving Job Seeker's Allowance or Employment Support Allowance. If you need help with this or any financial matters, you can contact your local Citizens Advice.

Self-Employment:-

- If you are starting your own business, gov.uk contains lots of information on what you will need to do to get started. In particular, look at www.gov.uk/starting-up-a-business and www.gov.uk/working-for-yourself
- www.citizensadvice.org.uk has a self-employment checklist to go through.
- Make sure you are dealing with your taxes correctly - if you have questions about a tax self-assessment HMRC have a helpline 0300 200 3310. There is an online form to tell HMRC that you are a new business or employer at online.hmrc.gov.uk/registration/options

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Other useful organisations and websites:-

There is comprehensive information on www.citizensadvice.org.uk and www.gov.uk about basic rights at work, dismissal and benefits.

Complete a benefit check based on your new financial situation at www.entitledto.co.uk

Trade Union Confederation (TUC) - www.tuc.org.uk has information and assistance in finding a relevant trade union and news and summaries of your rights at work on www.worksmart.org.uk

Details on health and safety rights at responsibilities at work at the website of the Health and Safety Executive, www.hse.gov.uk/workers

Check www.maternityaction.org.uk/wp/ for detailed information on rights at work for pregnant women, new mothers, and their partners and children.

Carer's UK has information and resources to help carers who are in work, leaving work or looking to return to work - www.carersuk.org/help-and-advice/work-and-career

The Disabled Entrepreneurs Network - www.adp.org.uk/business.php - has a resource kit for disabled people and their advisors on running your own business.

North Warwickshire Borough Council - www.nwbc.go.uk or Tel. One Stop Shop 01827 715341 to notify a change in circumstances with regard to any benefits you are claiming such as housing benefit and council tax.

Advisory, Conciliation and Arbitration Service (A.C.A.S.) - For help and advice on resolving workplace disputes - Tel. 0300 123 1100 or see www.acas.org.uk (<http://www.acas.org.uk>)

Warwickshire Employment Rights Service (WERS) support Warwickshire residents with employment issues and can provide help and guidance to residents of North Warwickshire, contact on 02476 641988 or email enquiries@warksemprights.com

The Prince's Trust - www.princes-trust.org.uk/help-for-young-people/support-starting-business - a charity for people 18-30 years old with an enterprise support scheme who can offer support with starting your own business.

For more information:-

If you need further help with your financial situation, we can offer free and confidential advice to suit your personal needs and provide tailored solutions to suit your individual circumstances. We can give money management support e.g. budgeting and cost saving through fuel, housekeeping and insurance bills.

Please contact North Warwickshire Citizens Advice, The Parish Rooms, Welcome Street, Atherstone, CV9 1DU on 01827 712852 or email admin@nwcab.org.uk for further information. We also run a drop-in advice session from 9:30-2:00 on Monday, Tuesday and Friday, and an evening drop-in session from 3:30-6:30 on Wednesday - no appointment required.

For Freephone access to North Warwickshire Citizens Advice and other local organizations, please see details of Community Hubs in North Warwickshire: - <http://www.nwcab.org.uk/Community-Hubs.htm>