

Registering for Temp Employment

The Vacancies we fill ☐..

Other important things ☐.

As one of its services, EVH provide housing and voluntary organisations throughout Scotland with temporary staff. We have a register of candidates who are seeking employment and match their requirements with that of the organisation.

To register with EVH for temporary employment, please follow these simple steps:

Visit the recruitment section of www.evh.org.uk to download a registration form.

Please read the first 2 pages carefully before completing the forms. Here you will find further information on the service we provide and essential requirements for successful registration.

Once you have completed the forms and returned to us via email we will acknowledge within 2 working days and ask you to contact us to arrange a convenient time for you to come to our office for an informal chat and for you to provide: proof of eligibility to work in the UK, proof of qualifications, for you to sign the registration forms and also to complete a typing test (if you are registering for administration work).

Once you have met with us and we have 2 satisfactory references you will then be fully registered and we will contact you about suitable vacancies as and when they arise.

Most of the temp vacancies we are asked to fill are generic housing positions such as:

- ... Receptionist/Admin/Customer Services Assistant
- ... Housing Assistant/Officer/Manager
- ... Maintenance Assistant/Officer/Manager
- ... Finance Assistant/Officer/Manager
- ... Development Assistant/Officer/Manager
- ... Welfare Rights Officers/Advisers
- ... Special Interim Manager
- ... Director/Chief Executive

All posts, other than Reception/Admin and Finance require previous housing experience. Although housing experience is not essential for these positions, it is essential that you have gained relevant skills and ideally experience within another sector.

Temporary vacancies vary in length of contract and can be anything from approx one week to one year, depending on why the vacancy has arisen (eg maternity leave, annual leave, increased workload). In many cases the initial temporary contract will be extended.

We will contact you by email and text as and when a suitable vacancy arises and we do appreciate a response, even if you do not wish to apply.

If you do wish to apply your registration forms are forwarded to the organisation together with others who wish to apply. The organisation will then short-list and interview candidates and if successful you will be employed by the organisation - not EVH. This means that you get the full salary for the job you are doing - EVH do not take a percentage of your earnings

We cannot register candidates who do not satisfy our registration requirements: you must have relevant work experience and we must be in receipt of proof of your eligibility to work in the UK and 2 satisfactory references (from Line Manager).

If we contact you about several vacancies and do not receive a response from you your details will be removed from our register.

We will never contact you about permanent vacancies, these are advertised on our website and Weekly Jobs Bulletin. Register to receive this every Thursday via a link on our website.

The temporary vacancies that we contact you about are not advertised anywhere unless we have no candidates who wish to apply (this is very rare).

It is important that you keep us updated with any changes to your employment status or personal details.

We will contact you towards the end of your temporary contract and ask you to update your EVH CV (registration forms). We will then begin contacting you about other vacancies to start when your contract ends.

We cannot guarantee continuous employment, we never know about a vacancy until it is actually placed with us.

We are here to help, if you wish to discuss registering for temporary employment then please contact Rae Carmichael - 0141 352 7429 or email Rae@evh.org.uk

