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# Registering for Temporary Employment



# Registering for temporary employment

**EVH provide housing and voluntary organisations throughout Scotland with temporary staff. We have a register of candidates who are seeking temporary 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](http://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 form and returned it to us via email we will acknowledge receipt within 2 working days and arrange a convenient time for you to chat with one of the recruitment team to discuss your form and answer any questions you may have.

Once we have 2 satisfactory references, proof of eligibility to work in the UK and qualifications you will then be fully registered and we will contact you about suitable vacancies as and when they arise.

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## The vacancies we fill

Most of the temporary 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**
- **Welfare Rights Officers/Advisers**

For Reception/Admin/Finance posts there is no need to have previously worked in a housing setting, although you do need to have gained significant recent experience in this type of role within another sector. Previous housing experience is **essential** for all other positions.

Temporary vacancies vary in length of contract, depending on why the vacancy has arisen. Most vacancies we fill are to cover for sick leave and the employer may not know exactly how long the employee will be absent for. 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. We do appreciate a response please, even if you do not wish to apply.

If you wish to apply for a vacancy, your EVH CV [part of registration form] is forwarded to the organisation, together with others who wish to apply. The organisation will then shortlist, interview 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 does not take a percentage of your earnings.

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## Other Important things ...

We cannot register candidates who do not satisfy our registration requirements: you must have relevant paid or voluntary work experience and we must be in receipt of proof of eligibility to work in the UK and 2 satisfactory references from your current and/or most recent Line Managers.

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. You can register to receive this every Thursday via a link on our website.

The temporary vacancies that we contact you about are not advertised anywhere else, unless we do not have any candidates who wish to apply (this is very rare).

It is important that you advise us of any changes to your employment status or personal details.

We will contact you towards the end of your temporary placement contract and ask you to update your EVH CV (registration form) and provide a line manager's details that we can contact for a reference. We will then begin contacting you about other vacancies to start after your contract ends.

We cannot guarantee continuous employment, since 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 [Recruitment@evh.org.uk](mailto:Recruitment@evh.org.uk)**