

MEET THE SPEAKERS



Chris Cook
Partner

Head of Employment
chris.cook@salaw.com
01727 798089



Julie Gingell
Partner

**Director of Business
Development & Marketing**
julie.gingell@salaw.com
01727 798077



Liam Bezani
Trainee Solicitor

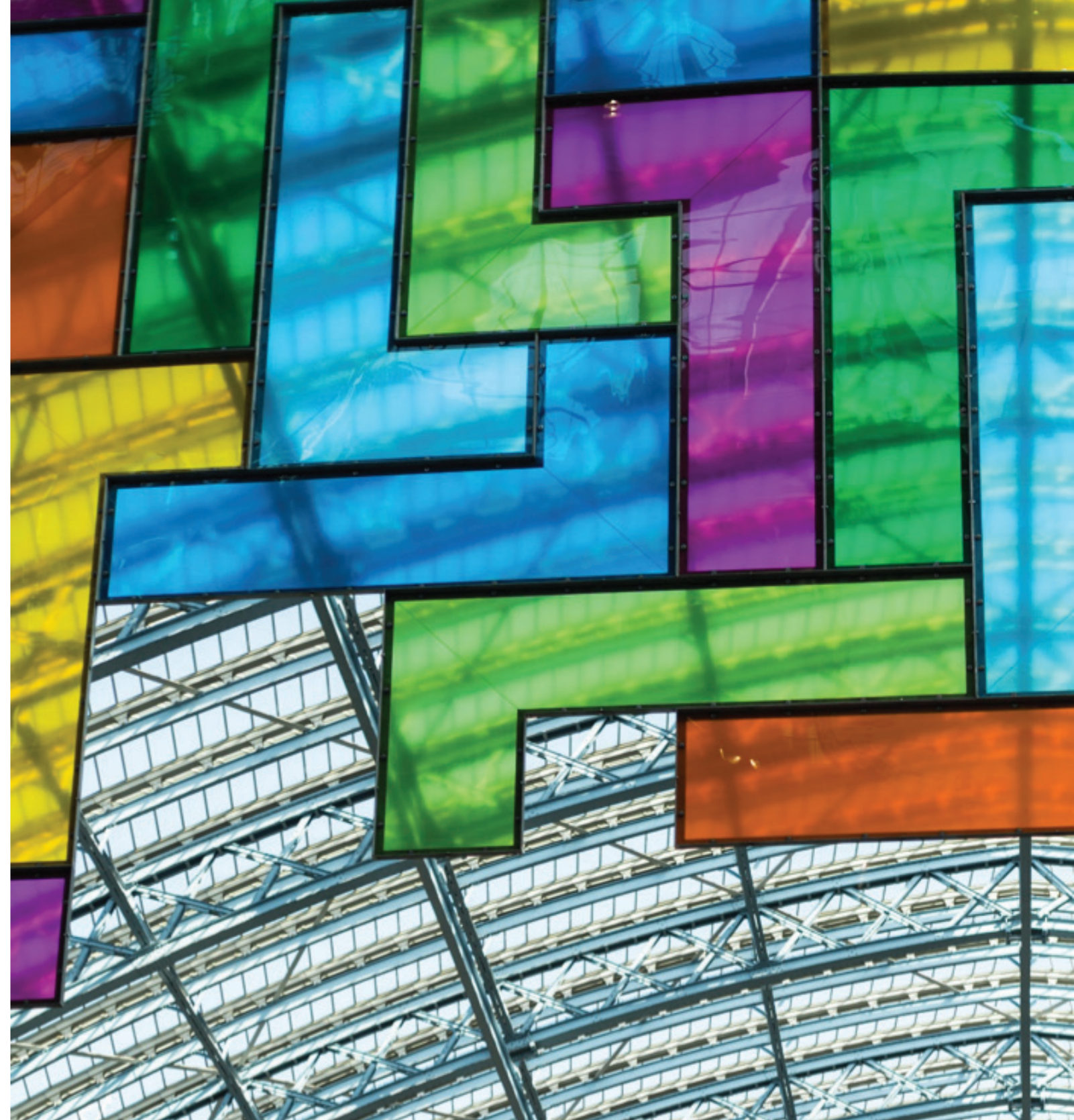
Immigration & Employment
liam.bezani@salaw.com
01727 798000

ABOUT SA LAW

SA Law helps people like you with all aspects of their business, professional and personal lives. As a full-service law firm, we help businesses and individuals across the UK and internationally to achieve their objectives.

We're able to say that we're very good at what we do, with numerous client success stories and leading accolades from independent publishers such as Chambers & Partners and The Legal 500.

Go to salaw.com/focus to find out how we can help you further.



www.salaw.com

91 Wimpole Street
London
W1G 0EF

+44 (0)20 7183 5683

Gladstone Place
36-38 Upper Marlborough Road, St Albans
Hertfordshire, AL1 3UU

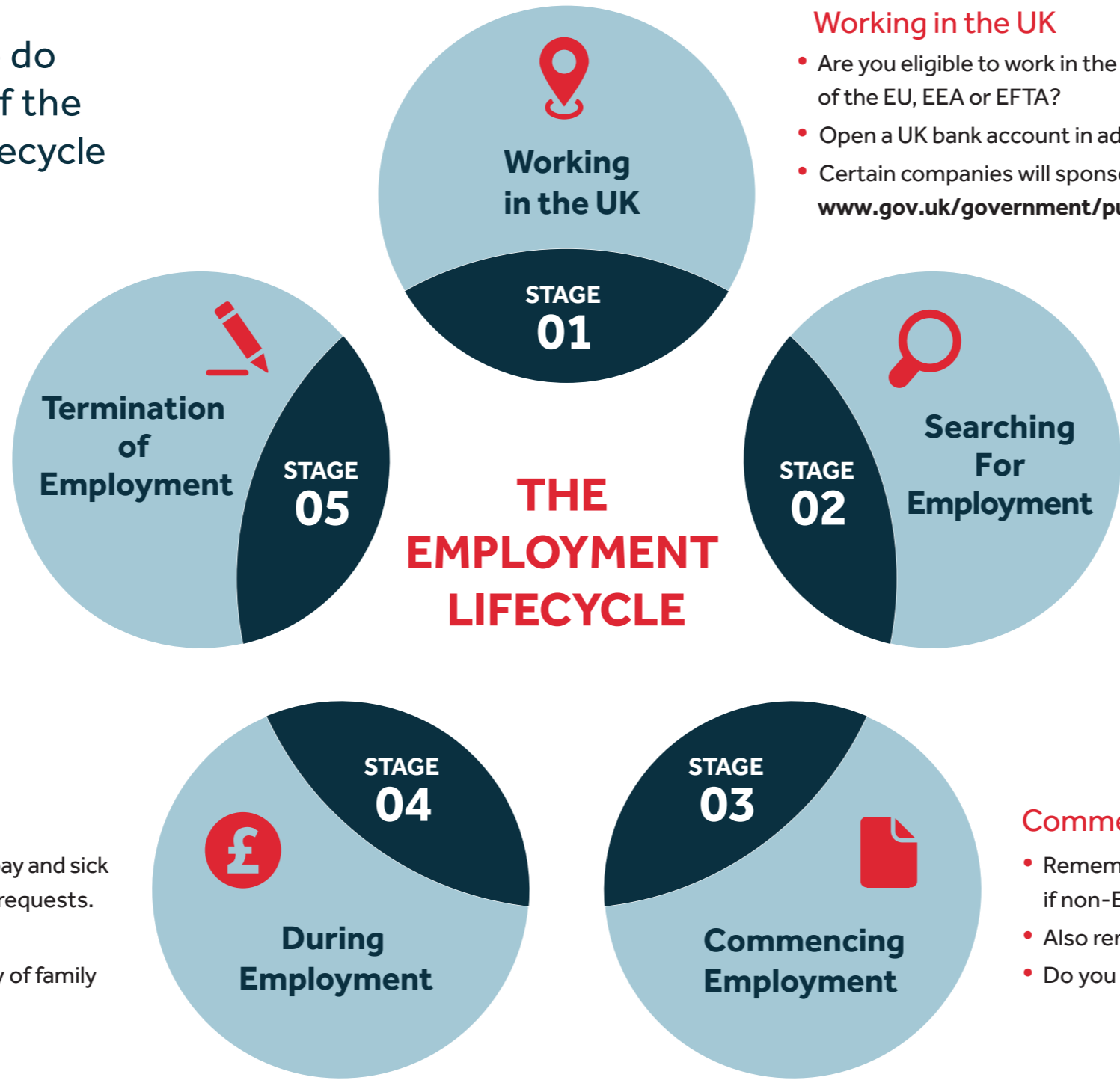
+44 (0)1727 798000

THE EMPLOYMENT
LIFECYCLE





Tips on what to do at each stage of the Employment Lifecycle



Working in the UK

- Are you eligible to work in the UK; are you a member of the EU, EEA or EFTA?
- Open a UK bank account in advance of gaining employment – these things can take time.
- Certain companies will sponsor you. You can find out which ones do by going to: www.gov.uk/government/publications/register-of-licensed-sponsors-workers?

Searching For Employment

- Search for jobs online, at the Focus job adverts page, with recruitment agencies, in newspapers or on social media.
- Tailor your CV to specific job roles (see below for assistance).
- Make sure you have a professional sounding email address and voicemail message.
- Read our top tips on interviewing (see below).

Termination of Employment

- Give your notice in writing, specifying the date of termination.
- Prepare for your exit interview.

During Employment

- As an employee, you are entitled to holiday pay and sick pay. It is a good idea to keep copies of your requests.
- Also keep copies of your appraisals.
- Your company should also offer you an array of family friendly benefits.
- **Remember your rights:**
 - **BREACH OF CONTRACT**
 - **UNLAWFUL DEDUCTION OF WAGES**
 - **TO NOT BE DISCRIMINATED AGAINST**

Commencing Employment

- Remember to bring your passport, plus visa documentation if non-EU or British on your 1st day.
- Also remember to apply for National Insurance.
- Do you need a certificate of sponsorship?

INTERVIEW TIPS:

RESEARCH

Research the company's reports, blog posts and social media.

AIM FOR A MORNING INTERVIEW

Research shows that we work our best in the mornings.

DRESS TO IMPRESS

Wear something that could start a conversation or that the interviewer will remember you by.

TAILORING YOUR CV

ROLE MATCH :

Try to match the advertised job title as much as possible in your cv. This will help to catch the eye of the hiring party and will show how matched you are to the job role.

VALUE MATCH:

Aim to find overlap between your previous responsibilities and qualifications to show what you can bring to the role.

SKILL MATCH

Identify skills from the job that you can mirror in your CV –look out for hard and soft skills.

SA LAW

ST ALBANS: 01727 798000

LONDON: 020 7183 5683

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