

Working in the United Kingdom Travel Information Pack

For many, the UK is the ideal location to work and broaden your horizons. The international team has put together this quick reference guide provide you with some practical advice on how to look for job opportunities within the UK. It also contains information on visa requirements, tax, bank accounts, accommodation, healthcare and transport.

Finding a job in the UK

It is vital that you are aware of your job prospects in the UK prior to your departure. Working closely with our international partners, our international team can provide you with personalised feedback on your options based on your resume, skills and experience. They will also provide you with salary trend information and a greater understanding of your expected salary levels.

The team can also advise you on how to tailor your CV for the UK market, provide advice on interview techniques and most importantly set you up with an interview with one of our relevant partners prior to your departure.

To view some of the live roles that are currently available through our partners, use the search function and select United Kingdom. Or for more specific information, please contact our international team via email international@hjb.com.au.

Visas

Before Hamilton James & Bruce's international team can assist with your career in the UK it is essential that you are in possession of a relevant visa or British/ EU passport.

For further visa and passport enquires and important information on immigration rules, log on to www.britaus.net.

Working Holiday Maker Scheme

The Working Holiday Maker Scheme is an arrangement where a Commonwealth citizen aged between 17 and 30 can work and holiday within the UK for an extended holiday, up to two years. You will be permitted to work for no more than twelve months of your two year visa.

UK Ancestry

UK Ancestry will allow you to work up to five years in the UK, with no restrictions. You will qualify if you can demonstrate that; you are a Commonwealth citizen, over the age of 17 and you have a grandparent who was born in the UK, the Channel Islands or the Isle of Mann or you have a grandparent that was born in what is now the Republic of Ireland prior to 31 March 1922.

Highly Skilled Migrant Program (HSMP)

The UK Government operates a program to allow individuals to seek work in the UK without having a prior offer of employment, or to take self-employment opportunities. The program is designed to allow highly skilled people to migrate to the UK to look for work or self-employment opportunities. Applicants under this scheme will be judged against new points criteria and English language requirements, applied in November 2006. The required points are now 75 and will be assessed on work experience, qualifications, previous earnings and the new additional aspects of UK experience and the English language.

Tax and National Insurance

If you arrive in the UK and attend to work as an employee you will be taxed on the system of “Pay As You Earn” (PAYE) and therefore you are required to complete a P46. We will ensure you receive a P46 form when you arrive for your interview in the UK.

All wage earners need to submit an annual tax return showing all income earned and tax paid in that year. The UK tax year starts from 6th April and ends on 5th April. Before you leave the UK, you should obtain your P45 and P60 (end of year tax certificate) along with your annual tax return and/or UK tax return. Tax returns are available from all Post Offices, or download one from the Inland Revenue website at www.inlandrevenue.co.uk.

Apart from tax, you will also need a National Insurance Number (NI) which contributes towards paying social security and other benefits, such as free hospital and doctors services.

In order to obtain a NI number you will need to make an appointment with your local branch where you will have to show proof of employment – i.e. payslip or letter of registration. Your NI number will be posted to you in 2 to 4 weeks. However in the meantime you will be given a temporary NI number. For more information and to organise an appointment with your local branch contact the DHSS on +44 (0)20 7122 171.

Bank accounts

Whilst you are working in the UK, you will need to have a bank account set up in your name to ensure you receive your weekly earnings. These are relatively easy to open; however you may be requested to provide the following information:

- Proof of employment (e.g letter of reference from employer or recruitment agency)
- Proof of your UK address (e.g. telephone or utility bill)
- Two forms of identification (e.g. passport, driving license)
- Copies of recent bank statements from your home country (can be an internet banking statement)

Most UK banks recognise international cards provided they have an international symbol on it, such as Cirrus or Visa which will allow you to readily access your accounts and funds in most locations. We advise that you check with your bank and confirm that you have access to international and internet banking processes before your departure.

For more information on the UK’s leading banks, please visit their websites:

- Lloyds TSB Group – www.lloydstsb.com
- Natwest – www.natwest.com
- HSBC – www.hsbc.com
- Bank of Scotland – www.bankofscotland.co.uk

Accommodation

Finding accommodation when you first come to live in the UK can be a job in itself. It can also be expensive, but this should not put you off as your earnings can match the cost of living. If you decide to go to London first, there are several websites and magazines (some of which are free), that advertise for those who are wishing to rent or share a flat. These are:

- TNT and Southern Cross – these free magazines, which can be picked up at hostels and major train stations are marketed to Australians, New Zealanders and South Africans. www.tnt-live.com
- LOOT – newspaper that is published six days a week, offering pages of accommodation and classified advertisements. www.loot.com
- LAM – Living Abroad Magazines – Similar to TNT, which is published every month and available at most tube stations. www.lam-on-line.com
- Time Out – Online guide to theatre and culture in London www.timeout.com/london
- The Gum Tree – The guide to accommodation, what's on, furniture and other classifieds www.gumtree.com

More Information

If you require further information or a personalised response please email international@hjb.com.au.