

## Attending your registration interview

Once the Temporary Staffing Service team have reviewed your application and confirmed that your skills, experience and availability match the current demand for temporary staff, you will be invited to attend a registration interview. Interviews are on an appointment basis and are held at the Temporary Staffing Service offices.

The registration interview is an important stage in the recruitment process and must take place prior to you being offered any temporary work. The interview enables the Temporary Staffing Service team to learn more about your requirements and helps to identify assignments that match your skills and availability.

### WHAT YOU NEED TO BRING WITH YOU

PLEASE NOTE: Any documents you provide must be originals, we are not able to accept photocopies

#### ➤ Eligibility to work documents

You will be asked to provide documents that prove your identity and confirm that you are eligible to work in the UK. This will generally be in the form of a passport or full UK birth certificate or another combination of documents. If you are unsure of which documents to bring, please contact the Temporary Staffing Service or visit <https://www.gov.uk/government/publications/right-to-work-checklist>

Unfortunately the Temporary Staffing Service cannot offer visa sponsorship, therefore all applicants must demonstrate that they have an existing right to work in the UK.

#### ➤ Proof of address

You will be asked to provide proof of your current address i.e. a utility bill, bank statement (dated in the last 3 months), driving licence or government letter.

#### ➤ Evidence of qualifications

If you are applying for work which requires particular qualifications/training, you will be asked to provide copies of the relevant certificates/licenses. You will only need to bring these qualifications if advised prior to your interview.

### INTERVIEW FORMAT:

The interview will last approximately 45 minutes and will involve talking through your work history, verifying your skills and experience, taking copies of the required documents and explaining how the Temporary Staffing Service operates.

You will be interviewed by a member of Temporary Staffing Service team and may also be introduced to other team members. The interview is fairly informal and we do not expect you to do any specific preparation, other than being clear on your upcoming availability.

Please be aware that we will need to take your photograph at the registration interview, this will be used to create your University Card once you start an assignment.

### HOW TO FIND US

Our address is:

55 Little Clarendon Street,  
Oxford,  
OX1 2HS.

We are next to G&D's ice cream shop and opposite the Duke of Cambridge Pub.

Unfortunately there is no parking at the building, but you can use the public car park at St Giles (coins only).

