

# A Guide for New International Staff



## Welcome to the UK

The information in this booklet is designed to help you and any accompanying family members as you make the move to take up your employment with us.

We hope this information and the other services this guide connects you with will be useful and make your arrangements to move here a little easier.

This information is reviewed regularly and kept as up to date as possible. If you have any comments or suggestions as you use this guide, please do let us know so we can continue to improve the information we provide.

We can provide information on a range of issues, including relocation, visas and immigration, accommodation, schools, bank accounts, transport and our service. We will be in contact with you ahead of your start date, but you are also very welcome to contact the manager at any time before your start date with any queries you may have.

We look forward to welcoming you.

## Visa & Immigration

### Permission to Work in the UK

If you are a non-EEA national, your employment may be subject to the relevant permission to work in the UK as defined by UK Visas and Immigration (UKVI). Please visit the [UKVI website](#) for further information.

## Visa Required

You will be required to have proof that you have acquired an appropriate visa by the time of your proposed employment commencement date. If required, your Tier 2 Certificate of Sponsorship (CoS) will be issued and you will be contacted by the manager shortly.

Once employed, we are required to carry out certain monitoring and record keeping duties of all current visa holders. These are:

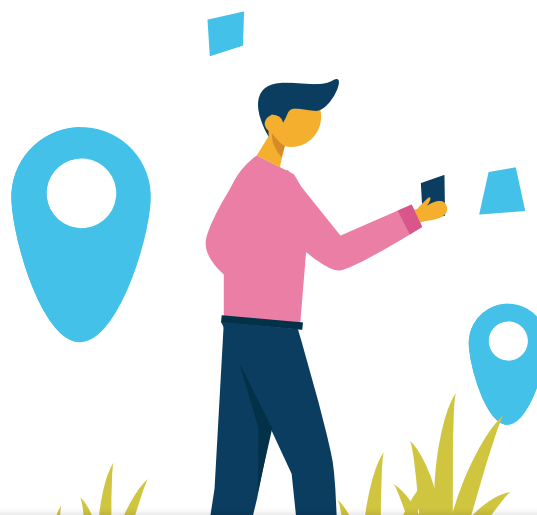
- Maintaining your up-to-date contact details. Please ensure that you inform us immediately if there are any changes
- Reporting any unauthorised absence: Unauthorised absence does not include authorised annual leave, sickness absence which has been appropriately reported through our sickness absence reporting procedure or any other leave (such as parental, maternity, study etc) authorised under our process. You should ensure that you are aware of the process for reporting all forms of leave, including annual leave. Therefore, it is very important that you comply with the appropriate leave procedures, as we may have to report your unauthorised absence to the UKVI
- Annual check of eligibility to work in the UK. We are required to formally check your eligibility on an annual basis. You will be contacted by us should we need any further information

## Surcharge

If you are applying for a UK visa you may need to pay a charge for healthcare services, as part of the visa process called the 'immigration health surcharge (HIS)'. This charge is a fixed sum, calculated per annum.

For visa applications made outside the UK, you'll have to pay if:

- You're a national of a country outside the European Economic Area
- You're applying for a visa to work, study or join your family in the UK for more than 6 months (but you're not applying to permanently remain in the UK)
- You've applied and paid your visa fee on or after 6 April 2015



For immigration applications made from within the UK, you'll have to pay if:

- You're a national of a country [outside the EEA](#)
- You're making an immigration application for any length of time, including applications for 6 months or less (but you're not applying to permanently remain in the UK)
- You've applied and paid your application fee on or after 6 April 2015

Please [click here](#) for further details. Please note that during this current time, this charge can be reimbursed as part of the Immigration Health Surcharge Reimbursement Scheme.

### Criminal Records Checks for Overseas Applicants

All our roles require additional pre-employment checks due to the nature of the role responsibilities. If your role requires a criminal record check it will be stated in your conditions of employment. Overseas candidates are required to seek a 'certificate of good character' from the police authority in the country they have resided in or the relevant embassy in the UK. Further information can be found on the Government's website, please click [here](#).

## Finding a School Place for Accompanying Children

Most commonly, schools in the UK are divided up as follows:

### Early Years/Pre-School

Aged 3-5 years

### Two Tier System

Primary Schools – children aged 4 to 11  
 Secondary Schools – children aged 11 to 16



## Further Education

College/Sixth Form – Pupils aged 16-18+

The UK school year runs from September to August, children are eligible to start Primary School in the school year that they turn 5.

## State School Places

When applying for a state school place, you should refer to the admissions criteria for the relevant local authority. Please note, you are only allowed to apply for schools in your local authority, this is called a 'catchment area'.

Further information can be found via the [Government's website](#).

## How to Apply

To apply for a school place, you will require evidence of a UK address.

We would recommend that you contact the relevant admissions authority as soon as possible to confirm the application criteria.

Please note that many of the more popular schools are oversubscribed and you may therefore not be able to obtain a place at your first choice school.

## Independent/Fee Paying Schools

There are also a number of fee-paying schools in the area. Listings of independent schools are available through the Independent Schools Council website, please [click here](#).



## Childcare Options for Younger Children

The local area offers an excellent range of childcare services for staff to make life with us as easy as possible.

Family support information can be found on the local council website. You can find this [here](#).

## Accommodation Options

There are a number of external websites in the UK that may assist you in looking at the private rental market ahead of your arrival; however, we have no partnerships developed:

- [Right Move](#)

- [Zoopla](#)

- [Prime Location](#)

- [On the Market](#)

Prices vary significantly depending on the size of property and area in which you want to live.

### What You will Need to Rent a Property in the UK

The letting agents in the UK will require the following to create a letting agreement:

- Passport and Visa (if applicable)
- Confirmation of employment
- Bank statement for credit referencing
- Proof of where you have lived for the past 3 years, e.g. utility bills

If you are a non-EU resident you may also require a UK-based guarantor (a person that, under a contract, agrees to be held responsible for another person's debt) or pay an additional fee.

**The costs associated with renting a home privately in the UK will include:**

### Rent

Rent is normally paid monthly in advance, with monthly rental cost depending on the size and location of the property.

## Deposit

You may be asked to pay a deposit when you sign your contract, which is usually equal to one month's rent, to hold your house for you until you move in. This should be returned to you when you move out. Many landlords use a [deposit protection scheme](#) which deals with the deposit as an independent third party.

## Upfront Costs

Please be advised that there may be some up-front costs that will need to be paid for your rental property. As well as advance rent and security deposits, additional costs may include holding deposits and administration fees for the rental company to obtain references.

## Utility Bills

You will usually be responsible for charges separate to your rent such as gas, electricity, water and other bills. You may be able to secure an all-inclusive rental deal with your landlord, but this is not common.

Your landlord should have details of the water, electricity and gas suppliers that previous tenants used, and you will have to contact these companies directly to set up payment methods for your bills throughout the year. Most bills come in once a month or every three months. Make sure you are not paying for any costs accrued from the previous tenants.

## TV Licence

You will need to purchase a TV license if you want to watch or record any TV programmes, irrespective of the device you are using. [TV Licensing](#) officers visit unlicensed properties to check if a television, laptop or iPad is being used.

To obtain a TV Licence, contact:  
+44 (0)300 790 6090  
<http://www.tvlicensing.co.uk/>

## Council Tax

Council tax is collected by the local council to fund local services such as education, social services and cultural services. When you move into your house, you will probably receive a notification from the council about the amount of tax for the property. The amount payable depends on your local authority and the band your property is in, normally the larger the property, the higher the council tax.

To calculate and pay your council tax online, please [click here](#) and enter your postcode.

Letting agents and landlords may be able to provide you with the council tax band to calculate the cost.

## Home Insurance

There are three main types of home insurance policies: building, contents, and combined building and contents cover. Buildings cover protects the structure, the fixtures and fittings in your home, while contents insurance covers your belongings.

If you rent a house, building insurance will be covered by the owner of the house. If you wish to purchase insurance for the contents of your house, you can find competitive rates on the following websites:

- [comparethemarket](#)

- [sainsburysbank](#)

- [moneysupermarket](#)

- [confused.com](#)

## Internet/Broadband

Internet and telephone packages may also need to be purchased. You may wish to secure an annual deal, although there are options for shorter periods available. Popular providers include, Sky, BT, Virgin and TalkTalk. To find competitive rates, please visit <http://www.uswitch.com/broadband/>




# Finances

## Banking

It is advisable to open a bank or building society account and deposit your money as soon as possible after arrival in the UK - this process can take up to 2 weeks, therefore other means of money is important.

Before you leave home, talk to your bank and find out if they have any links with banks in the UK. It may also help to bring a letter from your bank manager with you to confirm your account history. Different banks or building societies may ask you for different documents to open an account; you may want to check this with them before arriving.

To open a Basic bank account in the UK, you will normally need the following documents:

-  A confirmation letter of employment (Produced by your department/school or HR upon request)
-  Your passport or your European Union National Identity Card
-  UK address (temporary is acceptable)

Following 6 months of holding the basic bank account, you may be able to change/upgrade your account. Please speak with your bank for more details.

## National Insurance Number (Fast Track Process)

Everyone who works in any capacity in the UK will need to register for a National Insurance (NI) number. The NI number determines the amount of tax you pay and these contributions will be taken each time you are paid, as long as you earn over £155 per week. These contributions qualify each individual for certain benefits, including the state pension.

You can only apply for a National Insurance number once you are in the UK by making an appointment with Job Centre Plus, where you'll be asked about your circumstances and why you need a National Insurance number. This can be a lengthy process and we can offer support to employees with this by requesting a fast track application form.

If you decide to apply through Job Centre Plus, the details are as follows:

### Job Centre Plus - National Insurance number allocation service

Telephone: 0345 600 0643

Monday to Friday, 8am to 6pm

Welsh language: 0345 602 1491

Monday to Friday, 8:30am to 5pm

[Find out about call charges](#)

## Payroll and Pensions

It is important that you return your 'Bank Details Form' as soon as you have bank details in the UK and you and your manager have signed it. If you do not have a National Insurance Number and are in the process of applying, please write 'applying' and notify Payroll at a later date of your NI number.

## Tax Queries

We are unable to provide advice or support on individual tax queries. If you have any queries, please visit the [Tax Office Website](#). HM Revenue & Customs is a non-ministerial department of the UK government responsible for the collection of taxes and will be able to answer any queries. To contact HMRC, please [click here](#).

Useful links:

Government – [Get help with tax](#)

## Health and Wellbeing

To access the National Health Service, you first have to register with a doctor (often referred to as a GP). Doctors in the United Kingdom have catchment areas, meaning you can only register at a practice near where you live.



## Doctors

You can find a list of local Doctors [here](#).

## Dentists

Dental practices are not subject to a particular catchment area. Simply find a dental practice that is convenient for you, whether near your home or work and phone them to see if any appointments are available. Not all dental practices will have the capacity to take on new NHS patients. If this is the case, you may either choose to be seen privately, join a waiting list or find a dentist that is able to take on new NHS patients.



How to find a dentist near you – [click here](#).

For more information about Dentists in the UK – [click here](#).

## Police Registration

Dependent on nationality, some staff who are here in the UK for more than 6 months will be required to register with the police within seven days of their arrival in the UK. If you need to register with the police it will be stated on your visa/entry clearance. Please refer to the [guidance notes](#) for a list of nationalities affected.

To register, you will need:

-  Your passport
-  Two passport sized photographs
-  The registration fee of £34 in cash

Local police station representatives are available [here](#), so that you can register easily.

## Finances

### Faith Support and Guidance

What faiths are represented in the UK?

The UK's official religion is Christianity, and churches of all denominations can be found throughout the UK, such as Catholic, Protestant, Baptist and Methodist. The main other religions are Islam, Hinduism, Sikhism, Judaism and = Buddhism.

In the larger towns and cities in the UK, it's easy to find somewhere to practise your faith as well as a community of people there to welcome you, whether that be a church, mosque, gurdwara, temple or synagogue. In smaller towns, you may find only Christian churches. Having strong religious communities in our cities also makes it easy to find additional things such as foods that are a key part of your faith.

## External Support Services

- [Public Services](#)

- [Citizens Advice](#) – a UK charity providing free and impartial help with debt, benefits, housing, legal, discrimination, employment, immigration, consumer and other problems.

Other Useful Links

- [English Tourist Board](#)

- [The British Council](#)

- [Foreign & Commonwealth Office](#)

If you have any questions about your move at any stage, please do not hesitate to get in contact with a member of staff and we will be happy to help you.

