

NLC GUIDE TO EMPLOYING AGENCY WORKERS



CAN'T RECRUIT?

If you are using an agency worker because you can't recruit to fill the roles through normal routes, contact the Recruitment team to discuss options - they can help.

ESC-

Recruitment@northlan.gov.uk.



WHAT AGENCY?

Consider what agency you are using and why? Is it the best value? How did you find out about them? Do they have the best candidates or are they ones we've just always used? Consider your options.



THINK PROTECT

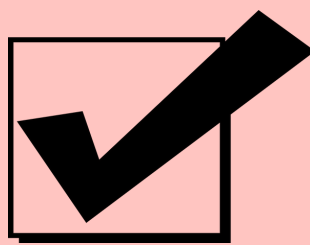
Agency workers need relevant checks completed before they come to work with us...these include criminal convictions declaration and PVG/Disclsoure. Ensure the agency has completed these checks before the worker arrives.

Ask to see them.



THINK SECURITY

Agency wokers cannot bring their own IT equipment for security reasons. Contact the ICT Service Desk to get your worker set up with IT access before they arrive.



Click here for 'Employing an agency worker' checklist

For more help and advice, contact the People Helpdesk

ESC-Helpdeskteam@northlan.gov.uk 01698 403 151