

Temping for 4Public Sector

Welcome to the 4PS Temporary Recruitment Team. Below we have outlined a few points to ensure your assignment(s) with us goes as smoothly as possible;

- ❖ If you are due to attend a booking or interview, you should turn up on time unless you have informed 4PS that you have a problem or are likely to be delayed.
- ❖ If you are sick, you should call 4PS between 8:30am - 9:00am to inform us and confirm a date of return. However, please be aware that in some instances, the client may ask to have you replaced and you may lose the booking.
- ❖ If you want to leave your booking you should give 4PS 1 weeks notice to allow us to refill the booking where necessary.
- ❖ When offered a booking, be completely honest regarding its suitability. If you do not attend an agreed booking this can seriously jeopardise 4PS's reputation with our clients and we may not be able to offer further bookings.
- ❖ Mobile phone usage during work hours is not permitted. You must retrieve your messages at break-times. Please make sure your phone is off or on 'silent' during working hours.
- ❖ Access to the internet is not permitted for any use, unless the client has specifically given you permission to do so.
- ❖ It is your responsibility to ensure that your timesheets are signed and submitted on Monday 12pm. Pay is one week in arrears. If you do not submit your timesheet to 4PS by the deadline, your pay may be delayed.

Remember, we are here to help. If you have any queries or problems whilst working for 4PS, please feel free to call the branch and speak to a member of our team on (020) 7175 1939 or email your queries to admin@4publicsector.co.uk

We would like to take this opportunity to wish you every success whilst you are temping for 4PS!