



Hill Farm Business Park, Linton Hill, Maidstone, Kent ME17 4AL  
Tel: +44 (0) 1622 745333 email - [jobs@buildingdesign-recruitment.co.uk](mailto:jobs@buildingdesign-recruitment.co.uk)  
Fax: +44 (0) 1622 746444 <http://www.buildingdesign-recruitment.co.uk>  
Recruitment Consultants for Professionals in the Construction Industry

## Employers Guidelines

### Staffing Options

If your needs to increase staffing levels are of a speculative / long term nature or purely to meet a short term workload, we can assist promptly to ensure this is as painless as possible, allowing you to concentrate on your core activities.

### Permanent Positions

Immediately upon the provision of a job brief (written or verbally) we ask specific questions to ascertain the requirements that the candidates must fulfil. Automated pre-searches, supported by manual filtering will be carried out to identify potential candidates, followed immediately by initial contact with the candidate to check availability. The employers Identity is kept anonymous at this stage, prior to forwarding by e –mail CV's of interested & available parties to the Client for consideration. Arranging of telephone pre-interviews /interviews, together with negotiating satisfactory offers of employment up-to and including the start date are provided by our Consultants. A full list of the services available can be found on the "Our Services" section of this website

### Contract / Temporary Positions

The initial processes of securing contract / temporary staff are essentially the same, albeit to a different target audience. On occasions this can also provide a valuable means for both candidate and client to try each other out, with a permanent position on offer if agreeable by both parties. If the Contract Candidate is not operating via a Ltd. Company, we can provide arrangements for umbrella / composite organisations that can simplify the transition to this tax efficient method of employment.

## Useful References

Employments Rights Act 1996 <http://www.opsi.gov.uk/acts/acts1996/1996018.htm#aofs>

Department of Trade and Industry <http://www.dti.gov.uk/er/agency/regs-pl971.htm>

[www.buildingdesign-recruitment.co.uk](http://www.buildingdesign-recruitment.co.uk)