

Compliance

Important Information

Change of Details

If you have moved address then you will need to let us know as soon as possible and provide us with proof of your new address.

If you have a new contact number or email address you must notify Swanstaff to ensure that you do not miss out on shifts.



Referencing Procedure

When registering with Swanstaff Recruitment you will provide reference details for your previous employers and character references.

Our Compliance team will contact all of your references by phone, email or post to obtain sufficient references.

Applicants will normally require a minimum of 2 years employment references. We must obtain at least 2 references for each candidate. For some clients, we may need further referencing.

Legislation and Regulations

Some clients may require other checks or mandatory training to be carried out prior to or during your time with us at Swanstaff, so our compliance team may be in contact regarding DBS checks and training you will need to attend.