

# WORKING WITH JHP RECRUITMENT

A GUIDE TO TAKING THE NEXT  
STEP IN YOUR CAREER



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# CONTENTS

<b>Introduction</b>	2
<b>The Recruitment Process</b>	3
<b>Working As A Locum</b>	6
<b>Locum Payment Options</b>	11
Umbrella Company	
Self-Employed	
Limited Company	
<b>IR35</b>	17
<b>FAQ</b>	21
<b>CV Writing Guide</b>	23
<b>Interview Guide</b>	25
<b>Contact Us</b>	28



# INTRODUCTION

Welcome to our e-book!

With the demand for veterinary services continuing to rise, JHP Recruitment is dedicated to providing the latest information and resources to help veterinary professionals achieve their career goals.

In this e-book, you will find valuable information on the process of using a recruitment agency, including details on payment methods, frequently asked questions, and video guides on some of the most important topics. Our goal is to make your job search process as easy and stress-free as possible, and to ensure that you have all the information you need to make an informed decision.

Whether you are just starting your job search or have been searching for a while, this e-book will provide you with the tools and knowledge you need to succeed. So, sit back, relax, and let us help you take the next step in your veterinary career.

# THE RECRUITMENT PROCESS

Finding the right job in the veterinary industry can be a challenging task, but with the right guidance and support, it can be a smooth and rewarding experience. As a leading veterinary recruitment agency, we have years of experience in connecting talented veterinary professionals with their dream jobs.

Whatever your role in the veterinary industry, this chapter will outline the recruitment process that JHP Recruitment uses to help you find your next job. We will cover the steps involved in the process, from submitting your application to starting your new role. We will also discuss the benefits of using a recruitment agency and how we can help you with your job search.

So, whether you're a seasoned veterinary professional looking for a new challenge, or a recent graduate seeking your first job in the industry, we invite you to join us as we explore the veterinary recruitment process with JHP Recruitment.

## HOW DOES IT WORK?

Working in the veterinary industry is tough. It demands hard work and long hours and finding a suitable work-life balance can be challenging. Searching for a new job is a time-consuming process and is often a task that is pushed back in busy times. This is where we can help! So the first step is to send us a message or give us a call.

Let us know when you are free for a short call and one of our consultants will have a confidential chat with you about your current situation and what type of new role you are looking for. We work with candidates throughout the UK and are able to help find both permanent and locum roles. We work with all of the corporates in the UK, and the vast majority of independents, meaning we have access to a large database of roles, with some roles only available through our agency!

The next step is to sit back and let us do our thing. Using your specifications and needs, our team will search for all suitable roles within your area, making sure to match your preferences as accurately as we can. We then send you the details of any roles we find, giving you time to have a think and let us know if there are any you would like us to put you forward for. We **never** send your CV before you give us permission to do so.

All communication with practices goes through us, we will finalise any interview arrangements for permanent positions and negotiate the best remuneration on your behalf. All of this means there are no awkward conversations for you!

If you are successful in your application, we provide ongoing support. For our locum candidates, this can involve organising shifts and even paying you on a weekly basis. All of the support you receive from us is completely free of charge, and we are only ever a phone call away should you need anything.

Other considerations throughout this process for our locum candidates include how you wish to be paid and when you wish to work. Keep reading to find out more information on this...





# WORKING AS A LOCUM

Locum work can be an exciting and rewarding career choice, offering flexibility, variety, and the opportunity to work with different practices and patients. However, it also presents unique challenges and requires a certain level of adaptability and resilience.

In this chapter, we will explore what to expect when working as a locum in the veterinary industry, including both the positive and negative aspects of the job. We will also provide an overview of the payment options available to locum veterinary professionals.

At JHP Recruitment, we have many years of experience in placing locum veterinary professionals in a range of roles and environments. We understand the benefits and challenges of working as a locum, and we are committed to providing our locum candidates with the support and guidance they need to succeed in their roles.

## BENEFITS OF LOCUMING

- Take control of your work life balance

Working as a locum allows you to choose when you work. No longer are you having to swap duty weekends so you can go to a family wedding. Or that Friday that you wanted off for a long weekend away? Your work schedule is in your hands, and you can say 'no'. Taking back control of your work-life balance might be just the ticket you need to re-discover all that's great about the profession.

- Variety is the spice of life

A change is often as good as a rest. If you thrive on variety, whether that's a new job, meeting new people, or exploring a new part of the country, why not consider a role as a locum? Whether you have lost your love for your job or just have itchy feet, sometimes a change is as good as a rest.

- Good levels of remuneration

Veterinary locum jobs are usually well paid, especially in the current climate where vets and vet nurses are like gold dust. Maybe your finances could do with a boost to pay for the dream holiday you've been planning, or to cover the costs of home improvements, school uniform, swimming lessons, credit card bills..... There's no doubting that life can be expensive these days and a few extra locum shifts can make all the difference. Don't forget to factor in no holiday pay, no sick pay and no paid CPD though.

- Explore the world

Whether you fancy learning to surf in Devon, hill walking in Scotland, city life in London, or want to spend a few months catching up with friends or family in far flung parts of the UK, there will be locum jobs to suit. Vets are in demand up and down the UK, and further afield - the world is your oyster.

- Career diversification

Thinking of exploring a different veterinary career path but aren't quite ready to make the leap just yet? Working as a veterinary locum can give you the best of both worlds. While you test the waters of life outside general practice for part of the week, you can keep your hand in, with some veterinary locum shifts too.

- Learn from new people

Working as part of different veterinary teams exposes you to different ways of thinking, new ideas and can help expand your knowledge. Equally, you will bring a fresh pair of eyes to a veterinary practice, with new insights and a different perspective.

- No practice politics

Maybe you like a good gossip in the staff kitchen but if the ins and outs of practice politics is not your thing, a locum job means there's no need to get involved!

## THINGS TO CONSIDER WHEN LOCUMING

- It can be hard to say no

Turning down locum jobs can be easier said than done in the midst of a recruitment crisis. The veterinary profession are a pretty caring bunch of people and concern for overstretched colleagues sometimes makes it hard to say no. Setting a limit on the number of shifts you want to work every month will help you prioritise your own work-life balance.

- You may not feel part of the team

One of the best things about a veterinary career is the strong bonds forged with colleagues when you all pull together to get through busy days and late night emergencies. Spending a relatively short amount of time in a practice may not be conducive to feeling part of the team. If this is a stumbling block to kick starting your locum career, you can always consider a longer term locum job or regular locum shifts at a smaller number of practices.

- You don't know the clients...

...and the clients don't know you. Often the most rewarding cases, are those where clients and their pets know and trust you. If you enjoy building long term relationships with pet owners, a career as a veterinary locum may not be for you.

- Less job security

Job security may not be a particular concern in the current veterinary job market – after all you are unlikely to be short of veterinary job opportunities. But if you like knowing where you are going to be from one month to the next, a permanent veterinary job may be a better option.

- Less support

As a general rule, a locum will be expected to turn up for work and get on with the job. While a bit of help with the computer system, or a run-down of vaccination protocols may not go amiss, by and large you will be expected to be self-sufficient. A permanent role in a veterinary practice that can invest time and money in your career development may be a better choice if you are in the early stages of your working life, or you just like working with more of a support network.

- Less case follow-up

It can be harder to follow up on case outcomes as a locum but staying in touch with a practice after you leave can help overcome this.

# LOCUM PAYMENT OPTIONS

If you're a veterinarian or veterinary nurse considering working as a locum, one important aspect to consider is how to effectively manage your payments.

In this chapter, we will explore three common payment options for locum staff within the veterinary industry: setting up your own limited company, using an umbrella company, or registering as self-employed.

We will examine the pros and cons of each payment option, including factors such as tax implications, legal considerations, administrative responsibilities, and financial benefits.

Whether you're new to locum work or looking to optimize your payment arrangements, this chapter will serve as a comprehensive guide to understanding the different payment options available to locum staff within the veterinary industry. Let's dive in and explore the ins and outs of managing your payments as a veterinary locum!

## **WE ARE AN EMPLOYMENT AGENCY**

JHP Recruitment goes above and beyond being just a veterinary recruitment agency by also functioning as an employment agency that offers prompt payroll services to locum veterinary staff. This unique aspect sets them apart in the industry, providing added convenience and peace of mind to their clients.

One of the key benefits of working with JHP Recruitment is the efficient payment process for locum veterinary staff. By simply submitting their time sheet from the previous week by 10:30 on a Tuesday, locum veterinary staff can expect to receive their payment on a weekly basis. This eliminates the need for delayed payments or lengthy administrative tasks, ensuring that locum veterinary staff are compensated in a timely manner for their hard work.

JHP Recruitment understands the importance of reliable and timely payroll services for locum veterinary staff. We have established a streamlined system that ensures accurate and prompt payments, alleviating any concerns about financial matters and allowing locum veterinary staff to focus on their primary job responsibilities.

## PAYMENT OPTIONS

### UMBRELLA COMPANY

By far this is the easiest option and the way in which a very high percentage of nurses decide to work.

By registering with an umbrella company, they will take care of your tax and NI contributions. They will do the invoicing for you. You can also opt in to contribute towards a pension if you wanted.

There is a cost involved but you are not tied into a contract and would only pay the umbrella company when you submit a time sheet, and the fee is taken out of your wages meaning that you don't have to make payments to them. The Umbrella company would be classed as your employer so if you then decided to revert into permanent employment, they would issue you with a P45.

As an agency, we are not linked to any umbrella companies in any way but we certainly hear about the cheapest ones or ones with the best deals so we could always point you in the right direction. Ultimately, if you had a figure of approximately £10-£20 per time sheet in mind (if you work a full week), the costs wouldn't be far off this.

Some umbrella companies will cover you for Public Liability within the fee that they charge so you wouldn't need this separately. Some Umbrella companies also offer perks such as discounts in restaurants and shops and some even offer help with CPD.

## SELF-EMPLOYED

This is exactly what it says! You would register yourself as 'self-employed' via the GOV.UK website and you would submit annual tax returns.

If you are working on a self-employed basis, you would charge the practice or hospital directly and it would be your responsibility to ensure that all tax and NI contributions are paid at the end of the tax year. This would mean that you would have to be sensible and ensure that you are saving money back each time you are paid to be able to pay your tax bill.

You would require an Accountant to complete your 'end of year' books, but this would be cheaper than using an Accountant for a limited company. You will ideally need to set up Public Liability insurance and it may be a good idea to get yourself VDS Cover.

You would need to upgrade your car insurance to class 1 (business use) too and if you are already fully comp, some companies will upgrade this at no extra cost. By doing this you may be able to claim 'wear and tear' for tax purposes. It would be best to discuss this with your Accountant.

Working as a self-employed locum can be a great option for anyone looking to work as a locum for at least 12 months. In the long run, it can work out to be financially beneficial to use this method.

## LIMITED COMPANY

You would incorporate a company with HMRC and give it a name of your choice such as 'Jane's Locum Services Limited'. You would then be the Director of that company and it would be your responsibility to ensure that the accounts are kept up-to-date, and the end of year accounts submitted to HMRC via an Accountant.

It costs approximately £15 to set the business up online. Once you have set the business up online, you will then be sent a 'certificate of incorporation' by HMRC via email which is proof of your company. You can then take this to the bank along with ID and open a business bank account in the company name and then decide if you wanted to register the business for VAT.

If you did decide to become VAT registered, you would have to ensure that quarterly VAT returns are completed. You could claim VAT back on any purchases for the business and charge VAT on your invoices, the difference would be paid to HMRC.

It would be beneficial to chat with an accountant before you jump in as a limited company locum to ensure that you are aware of exactly how it all works. You are probably looking at an annual fee to pay the accountant of approx. £300 - £500 depending on the accountant and the complexity of the accounts.

Unless you are going to work as a locum for more than 12 months and work full-time hours for at least 48 weeks of the year, we would seriously consider if this were the right option for you as it may not be cost effective.

It is important to understand that if you choose this method then you may be **significantly reducing** the options you have as many practices will not work with locums who are registered as a Limited Company.

# IR35 QUESTIONS?

As a locum in the veterinary industry, it is important to know and understand the impact that the IR35 legislation can have on you.

The off-payroll working rules make sure that a locum pays broadly the same Income Tax and National Insurance as an employee would.

The rules apply if the worker who provides services to a client through their own intermediary would have been an employee if they were providing their services directly to that client.

The rules are sometimes known as 'IR35'.

## WHO DO THE RULES APPLY TO?

You may be affected by these rules if you are:

- a worker who provides their services through their own intermediary to a client
- a client who receives services from a worker through their intermediary
- an agency or other supplier providing workers' services through their intermediary.

There are different rules that apply to those working for a small business and those working for mid or large-sized businesses. The client is the person who is or will be receiving the services of a worker. They may also be known as the engager, hirer or end client.

A worker affected by the rules may provide their services through:

- a limited company, usually known as a personal service company (PSC)
- a partnership
- another individual

A PSC is not defined in law but typically is a limited company that a worker controls and has some interest in, through which the worker provides their services.

## WHEN DO THE RULES APPLY?

The off-payroll working rules apply if a worker provides their services through their own intermediary (usually a limited company, often known as a PSC).

The person responsible for determining whether the worker is employed for tax purposes, depends on if the client is:

- in the public sector
- in the private and voluntary sectors
- is a small business

In most cases, the client will be responsible for determining the employment status of the worker. However, if a worker provides services to a small client outside the public sector, the worker's intermediary is responsible for deciding the worker's employment status and if the rules apply.

The rules about size only apply to clients. All agencies, regardless of size, will have some responsibilities where the off-payroll working rules apply, particularly where the agency is the deemed employer.

### **Working through an umbrella company:**

The off-payroll working rules are unlikely to apply if you are employed by an umbrella company.

[Find out what umbrella companies are and what they mean for you.](#)

## WHAT HAPPENS IF THE RULES APPLY?

The party responsible for applying the rules must determine whether the worker is employed for tax purposes. You can use the check employment status for tax (CEST) tool to help you make this determination.

A worker's employment status for tax determines the taxes the worker and the deemed employer need to pay, depending on whether a worker is determined as employed or self-employed.

The off-payroll working rules apply on a contract-by-contract basis. A worker may have some contracts which are within the off-payroll working rules and some which are not. A contract for the purpose of the off-payroll working rules is a written, verbal, or implied agreement between parties.

If the rules apply, the client is responsible for determining the worker's employment status for tax, and they should produce a status determination statement (SDS) including the reasons for their determination.

If the worker is deemed to be employed for tax purposes, the deemed employer must deduct Income Tax and employee National Insurance contributions from fees paid to the worker's intermediary. Employer National Insurance contributions and Apprenticeship Levy, if applicable, must be paid to HMRC by the deemed employer.

# FREQUENTLY ASKED QUESTIONS

## **Am I Entitled To Sick Pay As A Locum?**

One of the major disadvantages of being a locum is that maybe you don't receive all the benefits of an permanently employed member of staff. This tends to be offset by most locums as you will earn more money as a locum.

If you work via an umbrella company, then you will be classed as being employed by it and, therefore, you will be able to claim statutory sick pay or maternity pay, but certain rules will be in place, such as you must have been working for it for more than 26 weeks by the 15th week before the child is born (please check the exact rules with the umbrella company you decide to work with) to collect maternity pay.

## Do I Need My Own Insurance?

The RCVS 'Code of Professional Conduct for veterinary Nurses' outlines that all nurses must be covered by professional indemnity insurance or equivalent arrangements. The Veterinary Defence Society (VDS) offer both insurances that you need. These are...

- Civil Liability
- Criminal and Disciplinary Proceedings

## Why Should I Use JHP Recruitment Over Other Recruitment Agencies?

We've already talked about the benefits of using a recruitment agency, but for more information on why you should use our service, watch the video below...



# CV WRITING GUIDE

Whether you are looking to kickstart your veterinary career with your first job, or are a seasoned professional with a few years of experience under your belt, when it comes to job-hunting, it is well worth giving a bit of thought as to how to write a veterinary CV.

## 1. Tailor your veterinary CV to the role

Creating one CV covering everything is a great starting point. However you should tailor this generic version of your CV to the role that you are applying for. Read the job description carefully and make sure that you highlight the skills that a particular employer is looking for. Researching the veterinary practice will also help you to personalise your CV and demonstrate genuine interest in the position.

## 2. Less is more

When it comes to writing a veterinary CV, quality not quantity is the name of the game, and you should aim for a maximum of two A4 pages. Employers are often time-poor, and you need to grab their attention on the first page.

### **3. Prioritise your personal statement**

Your personal statement is the most important part of your veterinary CV. It is your opportunity to shine a light on what you will bring to the role. It needs to be concise, and should be one paragraph of 150 words maximum. The rest of your CV will elaborate on your personal statement, providing evidence of the skills outlined.

### **4. No photos needed**

A photo is not necessary. In fact it may even bias an employer's opinion of you and not always for the better. The fact is, any employer who wants to know what you look like can probably find out with a quick Google search (most vets will be on their practice website).

With this in mind, check that your social media profile is consistent with the image you would like to project. Check your privacy settings, or even better remove any posts you wouldn't want an employer to see.

### **5. Your employment history should be complete**

When documenting your employment history, you should start with your current role and work backwards. Avoid leaving gaps – if you had time out, explain why. Whether it's your physical health, your mental health, a summer of travel... Whatever the reason, unexplained time off is almost always more worrying for a prospective employer.

Click here to discover 5 more top tips for a veterinary CV...

# INTERVIEW GUIDE

Whether you graduated recently or are a seasoned pro, a little bit of interview preparation goes a long way when navigating the veterinary jobs market. Here are our top tips for appearing cool, calm and collected and interview-ready.

## 1. Preparation, preparation, preparation...

Find out as much as possible about the position that you are applying for, well in advance of the interview. While in recent times the pendulum has swung in the favour of employee, plenty of choice makes research all the more important - with plenty of jobs to choose from, make sure you find the right one for you.

Do your research, whether word-of mouth (the veterinary world is a small one), online searches or social media investigation. A veterinary recruitment company can do a lot of this all-important groundwork for you, and can help guide you on which opportunity may be a good fit.



## **You are interviewing the practice just as much as they are interviewing you**

Interviews are a two-way process, and you are interviewing the veterinary practice just as much as they are interviewing you. Trusting gut instincts can go a long way to finding the right job for you, although of course interview day will really only give you a snapshot of the ins and outs. If you are unsure, suggest a trial day to give you a better feel for the job.

Use every opportunity to glean as much information as you can about the practice. Arriving a few minutes early for an interview is always a good plan, not least because it gives you the opportunity to chat to receptionists, clients or just sit in the waiting room and take it all in.

### **3. Don't undersell yourself..**

From new grads to old-timers, don't let imposter syndrome get in the way of a successful interview. Whether you are fresh out of university bursting with ideas and armed with all the latest knowledge, or you have a few years' experience under your belt, do not underestimate what you have to offer.

### **4. Focus on the future**

Employers want to hear about all the positives that make you the right choice, not why you want to leave your previous role. Being negative about your current employer is unlikely to be viewed in a positive light, so make sure you stay future-focused.

## 5. ...But equally don't exaggerate

Be honest and if you don't know something say so. Maybe you aren't confident with some aspects of surgery or are keen to get some training in orthopaedics. There is nothing worse than being in a role where you feel out of your depth or lacking in adequate support. Talk honestly and don't second-guess what you think your interviewer wants to hear. Being open from the outset means you are much more likely to find something that's a good fit for you and your future employer.

# CONTACT US

Our team of experienced professionals is dedicated to providing top-notch services to help you find the perfect new opportunity.

Contact Us:

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Whether you have a question, need assistance, or would like to discuss your recruitment requirements in detail, please don't hesitate to reach out to us. We value your business and are committed to providing excellent customer service.

Our friendly team is available to assist you via email, phone, or through our website. We are here to help you every step of the way and ensure that your recruitment process is seamless and efficient. Don't hesitate to contact us today to experience the JHP Recruitment difference.

