



**Everyone's London 2012**



## **Contractor Workforce - Frequently Asked Questions**

### **What kinds of jobs are available at Games time?**

There are a wide range of jobs available for contract staff at Games time. These opportunities fall mostly within Catering & hospitality, Cleaning & waste, Retail and Security. There are also jobs available in Ticketing and Transport.

These jobs are with companies known as 'London 2012 Contractors' – companies providing the services to keep the Games running.

### **How do I apply for the vacancies?**

If you are resident in an east London Host Borough (Barking & Dagenham, Greenwich, Hackney, Newham, Tower Hamlets or Waltham Forest), the best way to apply for Games-time vacancies is to register with your local jobs brokerage. Details of how to do this can be found here:

[www.london2012.com/get-involved/jobs/working-for-locog/getting-a-job-if-you-are-unemployed.php](http://www.london2012.com/get-involved/jobs/working-for-locog/getting-a-job-if-you-are-unemployed.php)

If you live anywhere else in the UK, either contact Jobcentre Plus via their website: [www.direct.gov.uk](http://www.direct.gov.uk) or call 0845 155 2012 and say you are interested in Games-time jobs.

You can search for vacancies at [www.jobsforthegames.co.uk](http://www.jobsforthegames.co.uk) and London 2012 Contractors will also be hiring through their own recruitment channels.

### **What is a Host Borough?**

The east London Host Boroughs are the six London boroughs where the Olympic Park and most of the other competition or training venues are located. The east London Host Boroughs are:

- **Barking & Dagenham**
- **Greenwich**
- **Hackney**
- **Newham**
- **Tower Hamlets**
- **Waltham Forest**

If you aren't sure which London borough you live in, you can check at [www.neighbourhood.statistics.gov.uk](http://www.neighbourhood.statistics.gov.uk) Enter your full postcode, then select 'Local Authority' and click 'Search'.

### **When will recruitment for Games-time roles begin? Is there a deadline?**

It has already begun. The London 2012 Organising Committee (LOCOG) and the six Olympic Host Boroughs (Barking & Dagenham, Greenwich, Hackney, Newham, Tower Hamlets and Waltham Forest) are already working with London 2012 Contractors to help them recruit their Games-time workforce.

Various recruitment days will be held in the east London Host Boroughs and elsewhere in London until spring 2012. Everyone who works for Contractor Organisations at Games time needs to go through a security-screening process known as accreditation. Applications for accreditation close in April 2012, so you must have accepted a role with a London 2012 Contractor before then.

# Everyone's London 2012



## **How do I get more information about the jobs?**

You can get details about the jobs in several ways. The London 2012 website ([www.london2012.com/get-involved/jobs/working-for-a-london-2012-contractor](http://www.london2012.com/get-involved/jobs/working-for-a-london-2012-contractor)) contains information on typical Games-time jobs Contractor Organisations will be recruiting for.

If you live in one of the six east London Host Boroughs (Barking & Dagenham, Greenwich, Hackney, Newham, Tower Hamlets or Waltham Forest), your local jobs brokerage will also be able to provide information on Games-time jobs. Details of how to contact your local brokerage can be found here: [www.london2012.com/get-involved/jobs/working-for-locog/getting-a-job-if-you-are-unemployed.php](http://www.london2012.com/get-involved/jobs/working-for-locog/getting-a-job-if-you-are-unemployed.php)

## **What are the rates of pay?**

These will be determined by where the job is located. In London, London 2012 Contractors have committed to paying at least the London Living Wage. As of May 2011, the LLW is £8.30 per hour. This may be paid as a straight hourly rate, or may be paid as a lower rate and include a completion award which would equal the straight hourly rate. Outside of London, arrangements differ according to employer.

## **Are there any jobs starting before Games time?**

Unless otherwise specified, roles will be carried out from 27 July – 12 August 2012 (Olympic Games) and 29 August – 9 September 2012 (Paralympic Games) – this is called Games time.

LOCOG is also working with a number of London 2012 Contractors as part of a programme of test events called the London Prepares series, which runs until May 2012. Some London 2012 Contractors are event specialists who will help LOCOG iron out any issues in a comparable environment ahead of the Games. For further information on the series of test events please visit: [www.londonprepareseries.com](http://www.londonprepareseries.com).

## **Is there a chance of a permanent role once the Games have finished?**

London 2012 Contractors are recruiting people for short-term contracts to cover only the Games-time period. However, many London 2012 Contractors are event specialists and may have employment opportunities elsewhere in their business after the Games.

## **How long will the jobs last?**

Unless otherwise specified, roles will be carried out from 27 July – 12 August 2012 (Olympic Games) and 29 August – 9 September 2012 (Paralympic Games) – known as the Games-time period. Most of the roles will cover the Olympic Games and there will be fewer roles to cover the Paralympic Games.

## **How old must I be to apply for a job?**

The minimum age for people applying for roles is 16 years old. There are some roles, such as bar work or security, where for legal reasons you must be 18.

## **Are there London 2012 Contractor jobs for students?**

Yes, London 2012 Contractors would like to employ students as part of their Games-time workforce. LOCOG is working with colleges and universities in the east London Host Boroughs to make students

# Everyone's London 2012



aware of Games-time job opportunities and how to apply for them.

There is a dedicated London 2012 Contractors' recruitment campaign called Summer Job of a Lifetime, where students can register their interest now in Games-time roles. For further information please visit: [www.summerjobs.jobstothegames.co.uk](http://www.summerjobs.jobstothegames.co.uk)

If you live in an east London Host Borough (Barking & Dagenham, Greenwich, Hackney, Newham, Tower Hamlets or Waltham Forest), the best way to apply for Games-time vacancies is to register with your local jobs brokerage. Further detail can be found here: [www.london2012.com/get-involved/jobs/working-for-locog/getting-a-job-if-you-are-unemployed.php](http://www.london2012.com/get-involved/jobs/working-for-locog/getting-a-job-if-you-are-unemployed.php)

If you live elsewhere in the UK, either contact Jobcentre Plus via their website ([www.direct.gov.uk](http://www.direct.gov.uk)) or call 0845 155 2012 and say you are interested in Games-time jobs.

## **Are there any restrictions on non-UK citizens applying?**

If you're not a UK citizen you must have a work visa valid until 9<sup>th</sup> November 2012 to be able to be considered for a role.

## **Why is recruitment taking place so early?**

The Contractor organisations are starting recruitment now as they have to put all Games-time employees through a security-screening process known as accreditation. Applications for accreditation close in April 2012, so London 2012 Contractors need to complete their Games-time recruitment before then.

## **What is accreditation – and why do I need this to work at Games time?**

Accreditation is a process which allows London 2012 to verify someone's credentials to work in a Games venue. Everyone working on the Games must be accredited (including volunteers, media and workforce). Applicants must have photo identification; either a passport or a UK driving licence and have the right to work in the UK. Any work visas must be valid until 9<sup>th</sup> November 2012. Individuals can not apply for Games time accreditation and this will be done for you by a London 2012 Contractor if they wish to employ you to work at Games time.

## **What is the recruitment process for these vacancies?**

Each London 2012 Contractor will have its own recruitment processes. Many London 2012 Contractors will require applications to be made online. You may meet the London 2012 Contractor at an open day or job fair held in the east London Host Boroughs, and apply there.

If you apply for positions through an east London Host Borough jobs brokerage or Jobcentre Plus, your adviser will be able to tell you about the different processes used by each London 2012 Contractor. Each vacancy will include specific instructions on how to apply for the job.

## **How soon after the interview will I find out if I am successful or not?**

This varies from contractor to contractor who will inform you during the interview or assessment process of how quickly they will be able to let you know if they wish to offer you employment. All job offers made by contractors will be dependent upon the individual concerned successfully completing the accreditation process.

# Everyone's London 2012



## **Will there be any training available?**

Some training to help people secure jobs with London 2012 Contractors is available through six east London Host Borough Local Labour Schemes, Jobcentre Plus and Host Borough Further Education Colleges. London 2012 Contractors will provide any role- and venue-specific training required to perform Games-time roles.

## **I'm currently unemployed and receive benefits. Will a temporary Games-time job affect my claim for Jobseeker's Allowance/Employment Support etc?**

In general, individuals will need to stop claiming job-related benefits while they are employed. However, in most instances Games-time jobs will not last more than 13 weeks. Re-applying for benefit at the end of this period will be treated as a 'rapid reclaim'. This means that unless your circumstances have changed you will not need to complete the full claims process and benefit should be reinstated quickly. Please speak to your Jobcentre Plus adviser to discuss your individual circumstances.

## **Will accommodation be provided?**

You should not assume that accommodation will be provided and you should check that you will be able to travel daily to your designated place of work at Games time before accepting any offer of employment from one of the London 2012 Contractors. In a limited number of cases accommodation will be provided by London 2012 Contractors and this will be made clear in the recruitment process.

## **Will travel be paid for?**

You should not assume that travel will be paid for as this will depend upon the individual arrangements made by London 2012 Contractors. Where travel is paid for this will be made clear in the recruitment process.

## **As a person with disabilities, what opportunities are open to me to work at Games time?**

We want to stage an inspirational and memorable Games, where everyone is invited, can take part and get involved in the most exciting event in the world. London 2012 Contractors are committed to employing a diverse Games-time workforce and encourage disabled people to apply. London 2012 Contractors have signed up to the same commitments as LOCOG regarding diversity and inclusion, about which more information can be found here: [www.london2012.com/get-involved/jobs/working-for-locog/diversity-and-inclusion.php](http://www.london2012.com/get-involved/jobs/working-for-locog/diversity-and-inclusion.php)

## **How will London 2012 ensure that their workforce accurately represent the diversity of the UK?**

London 2012 is committed to meeting the diversity target zones laid out within our diversity and inclusion strategy, about which more information can be found here: [www.london2012.com/get-involved/jobs/working-for-locog/diversity-and-inclusion.php](http://www.london2012.com/get-involved/jobs/working-for-locog/diversity-and-inclusion.php)

## **Will I get tickets if I work on the Games?**

No. The majority of tickets for the Olympic Games have already been purchased and allocated. Any Olympic Games tickets which remain unsold will become available for sale from winter 2011. You can apply to buy Paralympic Game tickets until 26 September 2011. For further information please visit: [www.tickets.london2012.com](http://www.tickets.london2012.com)