

**Contract of Engagement**

Name:

I will attend appropriate meetings, appointments and job interviews. I will attempt to keep my appointment however if I am unable to attend the above I will inform the Guernsey Employment Trust at the soonest opportunity.

I will be readily contactable by the Guernsey Employment Trust and if I am not available I will seek to reply to the contact as soon as possible and if reasonable within 24 hours.

I will display good time management skills.

I will adhere to agreed action plans.

I will wear appropriate clothing and demonstrate good personal hygiene.

I will show a degree of flexibility towards the type of work and hours of work that I am willing to undertake.

I will treat the Guernsey Employment Trust staff and clients with respect and understand that the Guernsey Employment Trust shows zero tolerance towards violence and aggression.

I will uphold or continue to work towards developing the following job related skills; flexibility, positivity, helpfulness, team work, responsibility, enthusiasm, reliability, effectiveness and honesty.

I will uphold or continue to develop my interaction and communication skills.

If my personal circumstances change I will inform the Guernsey Employment Trust at the soonest opportunity. This includes contact details, police convictions and employment status.

I will appropriately use and respect the facilities on offer at the Guernsey Employment Trust.

I agree to comply with the terms of the Guernsey Employment Trusts Contract of engagement.

Signed (Client): Signed (GET staff member):

Date: Date: