



CANDIDATE BROCHURE

IT'S NOT ABOUT US IT'S ABOUT YOU

WELCOME TO CLOCKWORK RECRUITMENT

Your Trusted Recruitment Partner

At Clockwork Recruitment, we pride ourselves on delivering a personal, supportive, and professional service to all our candidates. Whether you're looking for a temporary, contract, or permanent role, we are here to help you navigate your next career step with confidence.

WHO WE ARE

Since opening our doors in 2009, Clockwork Recruitment has grown into a trusted, multi-sector recruitment specialist. We provide tailored temporary, contract, and permanent staffing solutions across a wide range of industries.

SUPPORTING YOUR CAREER JOURNEY

Whether you're taking the first step in your career or looking for your next leadership role, we're here to support you every step of the way. Based in Surrey but working with companies across the UK, we partner with a wide range of employers — from exciting start-ups to globally recognised brands.

Our approach is personal and genuine: we take the time to understand what matters most to you, from workplace culture to long-term goals, so we can match you with opportunities that truly fit. With insights into market trends, up-to-date salary benchmarking, and a library of practical guides, we equip you with the tools and advice you need to make informed career decisions.

OUR COMMITMENT TO YOU

We're more than just recruiters. We're your career partners.

- We take time to understand your goals, strengths, and preferences.
- We're committed to finding you the right role, not just any role.
- We ensure you feel confident and comfortable in any workplace we place you in.
- We maintain ongoing communication and offer honest, transparent advice — even when market conditions make job matches more competitive.

WHY WORK WITH US

At Clockwork Recruitment, we go beyond just filling roles – we build meaningful partnerships with our candidates.

When you work with us, you gain:

- A dedicated Consultant who takes the time to understand your goals
- Access to a broad network of trusted clients and new opportunities
- Tailored job matching that focuses on long-term success, not short-term fixes
- Ongoing support, honest feedback, and clear communication throughout your job search
- A team that genuinely cares about your well-being and professional growth
- Guidelines and resources available on our website to help you every step of the way.

OUR VALUES

We are committed to:

At Clockwork Recruitment, we believe that trust is earned through consistency, integrity, and genuine care. Our team is driven by a strong work ethic and a passion for helping people succeed. We don't just match CVs to vacancies – we build lasting relationships based on honesty, respect, and transparency. When you register with us, you're not just another candidate – you're a valued individual, and we're fully committed to helping you find the role that's right for you.

We are also fully committed to:

- A policy of Equal Opportunities
- Health and Disability guidelines compliance
- Treating all personal data with complete confidentiality

WORKING WITH TEMPORARY CANDIDATES

For temporary assignments, your Consultant will guide you through each step of the process, ensuring you're fully supported from registration to assignment. We take care of the details — from verifying your documentation to preparing you for the role — so you can focus on making the most of every opportunity.

We will:

- Verify your Right to Work documentation
- Request two recent references
- Collect your P45 and bank details for payroll
- Inform you of your entitlement to holiday pay
- Process your weekly pay and report any PAYE deductions to HMRC
- Ensure you're comfortable with the work and working environment
- Be available for support throughout your assignment

WORKING WITH PERMANENT CANDIDATES

When you register with Clockwork Recruitment, you'll be assigned a dedicated Consultant who will support and manage your job search from start to finish. We work closely with a range of key clients and are continually seeking new opportunities to ensure we can offer a broad and diverse selection of roles. Our goal is to give you the best possible chance of finding a position that aligns with your skills, ambitions, and values.

We go further to make your next career move count

- We conduct face-to-face interviews via Microsoft Teams
- You'll be assigned a dedicated Recruitment Consultant
- A full registration process helps us understand your ambitions and skillset
- We focus on long-term fit, not quick fixes
- We support with salary negotiations and onboarding
- We stay in touch after placement — because your success matters

CRIMINAL CONVICTIONS DISCLOSURE

In accordance with the Rehabilitation of Offenders Act 1974, candidates are required to disclose any unspent criminal convictions. Failure to declare a relevant conviction may result in Clockwork Recruitment being unable to proceed with your registration or needing to exclude you from our candidate register. All information provided will be handled with sensitivity and in line with our data protection policy.

DATA PROTECTION

Clockwork Recruitment maintains a secure database to store candidate information in compliance with data protection regulations. As part of our service, we may need to collect information from third parties, such as references or background checks, to support your job search. All data is processed and stored securely, and only used for the purpose of finding you suitable employment.

CONSENT TO PROCESS PERSONAL DATA

By registering with Clockwork Recruitment, you give your consent for us to process your personal data in accordance with our privacy policy. This consent remains valid for 24 months from the date of registration, unless you are placed in a role and request for your details to be archived or deleted sooner. You have the right to withdraw your consent at any time by contacting us at info@clockwork-recruitment.co.uk.

WE CAN'T WAIT TO WORK WITH YOU

At Clockwork Recruitment, your success is our priority. We're excited to get to know you, understand your goals, and support you in finding a role that truly fits — not just in terms of skills, but in values, culture, and long-term potential. Whether you're looking for temporary work or a permanent career move, we're here to guide you every step of the way.