



Terms of Agreement with Work-Seekers for Permanent or Contract Staff (to be Directly Engaged by the Client)

Following our recent telephone conversation/meeting/correspondence/receiving of registration form DB Charles Recruitment have set out the below to confirm how we will provide our recruitment services to you.

- 1** Any business carried out by DBCharles Recruitment Limited, trading under DB Charles Recruitment is subject to the Terms of Agreement specified below.
- 2** DB Charles Recruitment are to provide you permanent recruitment services that is to say we will act as an agency as defined under the Employment Agencies Act 1973.
- 3** You authorise DB Charles Recruitment to seek work on your behalf.
- 4** The type of work sought by you will be matched, so far as practicable, to that specified on the Candidate Registration Form.
- 5** You give permission to DB Charles Recruitment to disclose the information to Clients where DB Charles Recruitment have identified potential employment opportunities.
- 6** The information disclosed will be relevant in progressing in the employment opportunity and will include (but not be limited to) copies of qualifications / authorisations / experience and references if required
- 7** You will inform DB Charles Recruitment immediately of any reasons or circumstances which would be against the interest of DB Charles Recruitment, the Client or any employment opportunities discussed.
- 8** You will inform DB Charles Recruitment immediately of any reasons or circumstances which would bring DB Charles or the Client into disrepute.
- 9** If you have a complaint concerning the work finding services of DB Charles Recruitment or any of its employees, you shall have the right to present that complaint to a director of DB Charles Recruitment
- 10** Please note an offer of employment is not fully made until received in writing or otherwise specified and confirmed by DB Charles Recruitment or the Client in question.
 - a** DB Charles Recruitment will not accept responsibility or liability for any loss suffered by you if deciding to resign from your current position before an employment offer is received officially in writing.
 - b** DB Charles Recruitment will not accept responsibility or liability for any loss suffered by you if the Client retracts the employment offer at any time for any reason.
- 11** You should be aware that an employment offer can be subject to the Client receiving & obtaining satisfactory references / background checks or any other checks as requested by the Client or as made aware of by DB Charles Recruitment.
- 12** Before our recruitment services can be provided, you agree to provide DB Charles Recruitment with evidence of your identity which will include, but not be limited to a certified copy of your passport or birth certificate; and
 - a** if requested by law / a professional body / the Client you are required to submit proofs of qualifications / authorisations / experience in relation to the employment opportunity then you must be willing to provide this information to DB Charles Recruitment.