



## **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. In order to provide recruitment services to you, DB Charles Recruitment will have to process your personal and/or sensitive personal data. In doing so we will comply at all times with data protection laws.
6. Where consent is given, you give permission to DB Charles Recruitment to disclose personal and/or sensitive personal data relevant to work finding activities to Clients where DB Charles Recruitment have identified potential employment opportunities. All actions taken within this remit will comply at all times with data protection laws.
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. 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.
10. 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. Please note, any actions relating to this will comply at all times with data protection laws.
11. DB Charles Recruitment is not responsible for any arrangements for costs of expenses incurred throughout the process of recruitment which includes travel, accommodation or any other expenses.

Thank you for selecting DB Charles Recruitment and should you have any queries, complaints or require any further information on the services we provide please contact:

David Bass, Director, 01727 837989, [david@dbcharlesrecruitment.com](mailto:david@dbcharlesrecruitment.com)