

	INTEGRATED BUSINESS MANAGEMENT SYSTEM	<i>Rev 00</i>
	Terms of Agreement - Recruitment	

WE are Glenelly Recruitment Solutions of 5 The Terrace, Rugby Road, Lutterworth, Leicestershire, LE17 4BW (“us” “our”, “ours”), and **YOU** are a recipient of these terms (“your”, “yours”) **AGREE** that we will provide our work-finding and related recruitment services to you on the following basis:

1. You authorise us to register your details on our database and to seek permanent and/or temporary work within the field of Construction including general Trades & Labour, Rail, Automotive, Fire & Security, Aviation, Management and Maintenance on your behalf.
2. We will endeavour to provide you with permanent and/or temporary work-finding services and will act as an employment agency and/or employment business as defined under the Employment Agencies Act 1973, respectively. However, we cannot guarantee that we will be able to find you suitable work or any work at all.
3. You will provide us with a full and accurate curriculum vitae or work history and, if requested by us, evidence of your relevant qualifications, certificates and right to work in the UK, and any other relevant information which we may reasonably request.
4. You shall notify us of any changes in respect of any of the information that you have provided to us.
5. You agree to our verification, use and retention of all documents and information provided by you for the purposes of finding you work and fulfilling our legal obligations.
6. No fee is due from you in respect of our work finding services. However, we will charge a fee to any hirer that engages you following an introduction by us.
7. You acknowledge that this agreement is for work finding services only and you are not employed or engaged by us for any purpose.

In consideration of our agreement to find work for you, you accept and agree these terms, which you acknowledge you have full read and understood.

You may confirm your acceptance by signing below, or by confirming your acceptance via email. You will also be deemed to have accepted these terms if you request or accept our work-finding or related services at any time after you have received these terms.

Signed on behalf of Glenelly

Candidate Details

Signature

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Signature

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Print Name

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Print Name

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