

Employment Agency Candidate Terms and Conditions

1. Definitions and Interpretation

1.1 In these Terms and Conditions, unless the context otherwise requires, the following expressions have the following meanings:

“Agency” means Core-Asset Consulting Limited and its associated divisions

“Candidate” means any individual using the Agency’s services to find permanent, temporary, contract, or interim work;

“Client” means any organisation to whom the Candidate may be introduced;

“Employment Agency” means the Agency when introducing Candidates for permanent or fixed-term employment.

“Employment Business” means the Agency when supplying Candidates to work on temporary or contract assignments.

“Services” means the work-finding services provided by the Agency to the Candidate.

2. The Contract

2.1 These Terms and Conditions apply from the moment the Candidate registers with the Agency, submits a CV or personal information, or authorises the Agency to represent them for a vacancy.

2.2 By using the Services, the Candidate agrees to be bound by these Terms.

2.3 The Agency may update these Terms from time to time for legal or regulatory reasons, and the most recent version will always be available on the Agency’s website.

3. The Services

3.1 The Agency provides work-finding services to the Candidate without charge.

3.2 The Agency may act either as an Employment Agency or as an Employment Business depending on the nature of the assignment.

3.3 The Agency will use reasonable efforts to seek work that aligns with the Candidate’s skills, experience, and stated preferences, although it does not guarantee that work will be found or that the Candidate will be contacted regarding every suitable vacancy.

4. Candidate Information and Suitability Checks

4.1 The Candidate must provide accurate and complete information, including identity details, contact information, qualifications, experience, employment history, and right-to-work documentation.

4.2 The Agency is legally required to verify the Candidate’s suitability for roles, which may involve confirming identity, checking right-to-work status, verifying qualifications or professional memberships, and obtaining references.

4.3 The Candidate agrees to provide any evidence reasonably requested by the Agency and must notify the Agency promptly if any information changes.

5. Consent to Representation

5.1 The Agency will not submit the Candidate's details to any Client without first obtaining the Candidate's consent.

5.2 Consent may be provided verbally, in writing, or electronically, and the Agency will only represent the Candidate for vacancies to which they have agreed.

6. Applications

6.1 When applying for a vacancy, the Candidate confirms that they:

- 5.1(a) have read the job requirements;
- 5.1(b) understand the requirements of the vacancy;
- 5.1(c) possess the necessary qualifications and experience; and
- 5.1(d) are legally entitled to work in the relevant location.

6.2 The Agency reserves the right to decline to represent a Candidate where the information provided is incomplete, inaccurate, or unsuitable for the vacancy.

7. Temporary Assignments

7.1 This section applies when the Agency acts as an Employment Business and supplies the Candidate to a Client on a temporary or contract basis.

7.2 Before an assignment begins, the Agency will provide the Candidate with written assignment details, including the identity of the Client, the nature of the work, the location, the expected hours, the duration of the assignment, the rate of pay, the method and frequency of payment, the holiday entitlement, and any applicable notice periods. The Candidate will also receive a Key Information Document as required by law. Payment will be made weekly or at another agreed interval, subject to the Agency receiving authorised timesheets. Holiday pay will be provided in accordance with statutory requirements and explained in the Key Information Document.

8. Limited Company Contractors

8.1 Where the Candidate provides services through a personal service company, the Candidate may choose to opt out of the Conduct of Employment Agencies and Employment Businesses Regulations 2003. Any opt-out must be agreed before the Candidate is introduced to a client. The Agency will provide the necessary documentation where this applies.

9. Data Protection

9.1 The Agency will process personal data in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation. Full details of how personal data is collected, processed, stored, and shared are set out in the Agency's Privacy Notice available on <https://core-asset.co.uk/about/privacy-statement/>.

10. Liability

10.1 The Agency is not liable for any loss of data or materials submitted by the Candidate, for any actions or omissions of Clients, or for any failure to secure employment.

10.2 Nothing in these Terms excludes liability for death or personal injury caused by negligence.

11. Indemnity

11.1 The Candidate agrees to indemnify the Agency only for losses that arise directly from intentional misconduct or fraudulent information provided by the Candidate. The Candidate is not responsible for losses arising from ordinary errors or omissions.

12. Notices

12.1 Any notices under these Terms may be sent by email or post to the most recently provided contact details of the relevant party.

12.2 Notices will be considered received when delivered, when an email transmission is successfully sent, or within the standard postal timeframes.

13. Relationship of Parties

13.1 Nothing in these Terms creates an employment relationship, partnership, or joint venture between the Agency and the Candidate.

14. Third Party Rights

14.1 No third party has the right to enforce any part of these Terms under the Contracts (Rights of Third Parties) Act 1999.

15. Law and Jurisdiction

15.1 These Terms and any non-contractual obligations arising from them are governed by the laws of Scotland. Any disputes will fall within the jurisdiction of the Scottish courts.

16. Review of the Terms & Conditions

16.1. These Terms are reviewed regularly and were last updated in **March 2026**.