

## Agreement for work-finding services

1. Outsource UK Ltd (“We”, “Us” and “Our”), are in the business of providing Work Finding Services (“WFS”), as defined in the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (“Conduct Regulations”) to permanent candidates and contract candidates specialising in the IT, Engineering and Defence and Logistics sectors, by introducing and/or supplying said candidates to Our clients.
2. We act as an:
  - Employment Agency when arranging permanent appointments on behalf of permanent candidates; and
  - Employment Business when arranging contract assignments on behalf of contract candidates as defined in the Conduct Regulations.
3. You wish to use Our Work Finding Services and are seeking either permanent and/or contract work opportunities.
4. This Agreement complies with Regulations 14 and 15 of the Conduct Regulations and is for WFS only. This Agreement does not create an employment relationship between Us and You.
5. We are under no obligation and make no representation that We can or will find work for You.
7. We shall provide Our WFS to You free of charge and in accordance with Our privacy policy, which can be accessed here: <https://www.outsource-uk.co.uk/privacy-policy>
8. We shall seek work for You with appropriate market rate pay and conditions. Your pay rate will be at least the National Minimum Wage..
8. You have provided Us with Your basic details as necessary and a full and accurate Curriculum Vitae for registration on Our database to enable Us to search, at Our sole discretion, for suitable work opportunities on Your behalf.
9. If You are successful in seeking a permanent appointment or contract assignment and where relevant or required by law, any professional body or by Our Client, You agree to provide Us with:
  - proper evidence of Your identity which may include taking part in an online assessment to evidence Your entitlement to work in the United Kingdom/relevant country as per the Conduct Regulations and the Immigration Asylum and Nationality Act 2006/any other relevant legislation;

- confirmation of any qualifications or certificates that are referred to in Your curriculum vitae or otherwise disclosed by You, which Our client considers are necessary, or which are required by law or by any professional body, to work in the position which Our client seeks to fill;
- the appropriate authority to undertake background checks as may be necessary from time to time;
- the names of two referees who you agree we may obtain a reference from about you for work finding purposes;
- a complete explanation of any gaps in between employment including activity during such gaps which is necessary and reasonable.

10. If You are seeking a contract assignment and are successful, then We will enter a separate agreement (contract for services) with You detailing the contract assignment and Our supply of You to Our client including, but not limited to, rate of pay, frequency of pay, type of work and notice period. The form of this agreement will vary depending on how You provide Your services and will be provided at the relevant time by Us to You, along with any other relevant documents. You will perform the contract assignment as an independent contractor.

11. You agree to notify Us in writing should You wish Your registration on Our database be removed. Notwithstanding this, We may remove Your details from Our database at any time in Our sole discretion.

12. Any act by You of accepting or requesting Our WFS or using in any way information provided by Us shall constitute Your acceptance of this Agreement.