

1. WWB will provide you with work finding services as defined in the Employment Agencies Act. WWB will not charge you any fees for work finding services.

2. WWB cannot guarantee to find you work. We will register you in our database if you have sent us your CV and you will be included in all searches that we conduct for vacancies we are handling. If you appear suitable for a particular vacancy, our consultants will try to contact you by phone or in writing to confirm your suitability and to invite you to apply.

3. We may also contact you when carrying out research such as salary surveys.

4. If WWB find you work, you agree that you will carefully check your employment contract and any offer letter received from your new employer and that the terms and conditions contained in those documents will constitute your terms of employment. You agree that these documents take precedence over any offer communicated to you by WWB and that it is your responsibility to raise any discrepancies before accepting your contract / offer letter.

5. Your CV. When you send us your CV it will be stored and made available offline to WWB's consultants only. Your CV will not be forwarded to any third party including our employer clients unless you specifically tell us we can do so. By applying for an individual vacancy you are authorising us to forward your CV to the hiring company for that vacancy and you agree not to submit any applications for the same vacancy either directly or via any other agency. Please give us clear instructions when applying for individual vacancies if you wish to discuss them further with us before we send your CV.

6. By applying for a vacancy which contains a hiring company's direct contact details, you are applying directly to the hiring company for the vacancy in question. The hiring company, and not WWB, is responsible for responding to your application.

7. Use of Data Held by WWB. WWB may use data we hold to identify and publish employment trends such as salary averages and industry demographics (including to customers outside the European Economic Area.) This information will not be capable of being linked to any individual(s).

8. Use of Your Work Email Address. If you register using a company email address, please ensure that it is secure (i.e. you know who is able to view your inbox). We cannot accept responsibility if your emails are read by colleagues or superiors at work. If your email address is not secure, we would recommend that you obtain a free email address

9. Please note that WWB reserves the right not to register you on our database and to remove from our database CVs which include any content that we consider to be illegal or offensive or factually incorrect. We will also remove your details/CV if a complaint is upheld which has been made against them or if you use rude or inappropriate behaviour towards any member of our staff.

10. The work finding services WWB provide are:

- a. finding / seeking to find you work as explained above
- b. the provision of vacancy and other information on our website and any other website WWB may use
- c. the provision of vacancy and other information via our jobs by email service.
- d. the provision of vacancy and other information via our e-newsletter

11. WWB operate as an employment agency in respect of finding you permanent or temporary employment or seeking to find you such employment within the markets in which WWB operate.

12. WWB operate as an employment business in respect of any assignment or contract WWB may find for you in relation to which you are or will be employed by WWB and under the control of the hiring company. Unless you are an individual contractor or a limited company and the necessary legal requirements for the assignment to be regarded as a contract for services appear to be satisfied, WWB will employ you in relation to the assignment under a contract of services.

13. WWB are required by law to obtain confirmation of your identity, that you are legally entitled and willing to work in the location and position which the hiring company is seeking to fill and that you have the experience, training, qualifications and any authorisations which the hiring company considers necessary or are required by law or by any professional body. You agree to provide the necessary information and documentation to WWB.

14. When operating as an employment business, WWB will not withhold payment to you if WWB have not been paid by the hiring company. WWB may only delay payment for a reasonable time to make inquiries if you have not produced a signed time sheet while WWB obtain alternative proof that you have worked the hours claimed.

15. Unless otherwise required by the hiring company, during the period of your employment with us, the notice period for each party is 1 week, the interval at which remuneration will be paid to you is weekly (unless otherwise agreed) and you will be entitled to the minimum statutory days paid annual holiday or pro rata for your contracted hours and the duration of the assignment.

16. When operating as an employment business WWB will seek to obtain and to pay you a competitive rate of pay for any assignment WWB find for you but in any event this will be not less than the legally required minimum.