

POLICY STATEMENT



Our Policy Statement includes information on the following and can be downloaded as a PDF.

1. City Associates provides services as an Agency and an Employment Business
2. Employment Agency Regulations
3. Confidentiality/Privacy
4. Client Information

1. GENERAL

City Associates provides services as an Agency and an Employment Business. Our services are commissioned and paid for by our clients, the hirers. We do not charge fees to candidates.

This document is a statement of the policies of City Associates and should not be considered to be the basis of a contract between City Associates and a work seeker or any other third party. We do not actively look for jobs for work seekers.

2. EMPLOYMENT AGENCY REGULATIONS

We are prevented by law from registering work seekers' applications for jobs unless they have accepted the operational policies contained in this document. We are also required to obtain from clients their agreement to our Client Terms and Conditions (available to clients on request) before taking action on any vacancy or contract assignment. Employment Agency Regulations require us to obtain certain information from clients and applicants before an applicant is short-listed for interview for a vacancy. In the case of applicants we must have, at registration stage:

1. The candidate's identity and contact details.
2. A CV including details of education, professional qualifications, training, skills and work experience. However, in order to comply with Age Discrimination laws, City Associates do not require the following information: date of birth, dates of education, dates of qualification and dates of employment. If candidates provide City Associates with any of the above information in their CV, it will be removed before sending the CV to any client, to ensure the information received by the client is age neutral.
3. Permission to use the information supplied by the applicant for the sole purpose of selecting suitable candidates for our clients' vacancies.

4. An assurance that candidates can provide documentary proof of their identity, their academic achievements and professional qualifications and the right to work in the UK. This information may be required by a client at interview and will be needed before starting work.
5. At interview short list stage we will need faxed copies of documents identifying the applicant (list provided on request) and confirming any degree level education and professional qualifications which are relevant to the application.

Information supplied by applicants to City Associates in support of applications for vacancies or contract assignments is assumed to be accurate and true. Anything which is found on investigation to be untrue may make the applicant in the hirer's opinion unsuitable for the job and we are obliged by law to bring such matters to the hirer's attention.

If information is received by City Associates which indicates that an applicant is unsuitable for a vacancy for legal reasons, we are required by law to inform our client of that information. This includes information received by City Associates after an applicant has been hired by a client. We will contact the applicant before informing the client of the information received.

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City Associates are not allowed to introduce an applicant to a client if we consider for Health & Safety or any other reason that it is not in the best interests of the client or the applicant to do so. We accept no liability for any consequences arising from applicants making use of the opportunities offered by our clients through City Associates.

3. CONFIDENTIALITY / PRIVACY

As members of the Recruitment and Employment Confederation, we are bound by their Code of Conduct. No applicants' details or CVs will be advertised in the Press displayed on the Internet or supplied to anybody outside City Associates without permission. CVs sent to clients are not re-written except for re-formatting and minor corrections where necessary. Candidates' contact details are not supplied to a client except when an applicant gives permission for convenience when arranging interviews or when an offer is to be made by the client.

City Associates is registered under the Data Protection Act. Any information supplied by an applicant will only be used for the purposes of helping clients to find suitable staff for specific vacancies. CVs will not be sent to any client without first checking that the applicant is willing to work for the client concerned and

4. CLIENT INFORMATION

Information about clients and vacancies will be treated as commercially confidential and will not be disclosed without the client's permission unless the information is already clearly in the public domain at the time of disclosure. Client information related to vacancies or contract assignments will not be disclosed or published without permission.

To enable us to comply with our obligations under the Employment Agencies Regulations the client needs to provide us with details of the position to be filled, including:

- The type of work that the applicant would be required to do
- The location and hours of work
- The experience, training, qualifications and any authorisation which the client considers necessary or which are required by law or any professional body for the applicant to possess in order to work in the position

Our liability for any loss or damage suffered by you as the result of your use of this site or any other services provided by City Associates is limited to your actual direct damages and, except in the case of fraud, excludes any loss of future earnings, profit or prospects or any consequential or speculative loss. As required by law, this exclusion does not extend to death or personal injury caused by our negligence.

is interested in the vacancy discussed. City Associates may in some circumstances be legally obliged to disclose to a properly constituted authority information received from an applicant.

Formal investigation or checking of information supplied by applicants will only be carried out with their specific permission. References will only be taken up at the request of a client when a job offer has been made or is being considered and with the permission of the applicant.

A candidate may at any time withdraw information supplied in support of an application through City Associates and request that all details and records are destroyed, except when an applicant has been hired or short listed for a job in which case we are required by law to keep the information for at least 12 months. This will generally be in a secure electronic format.

- Any risks to health or safety known to the client and what steps the client has taken to prevent or control such risks
- The date the client requires the applicant to commence
- The duration or likely duration of the work
- The minimum rate of remuneration, expenses and any other benefits that would be offered
- The intervals of payment of remuneration and the length of notice that the applicant would be entitled to give and receive to terminate the employment with the client

We realise that in the early stages of filling a position some of this information may not be available but would expect it to be supplied before applicants are interviewed by the client.

Client Terms & Conditions of Business are available to clients on request.

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