



Working together with Partners Employment

“It is unlawful for any agency or employment business to charge you a fee for providing work finding services” REC

There are some limited exceptions to this rule, for example, within the entertainment and modelling sectors. In addition, it is possible for a recruiter to charge a fee if you are a self-employed work-seeker providing your services through a limited company.

- If Partners Employment offers you an incentive or gift to use our services, you will be given information as to the terms of such an offer.
- You will be informed of any charges that we may make for any additional services or goods we provide.
- Partners Employment cannot and will not offer work-finding services on the condition you use a chargeable service such as a C.V. writing service.
- We will confirm whether you are looking for temporary or permanent work, the type of work you are looking for and the terms which apply between us. For example, if you are to be supplied to a hirer as a temporary worker you will be given a contract setting the the terms of your work with thePartners Employment.
- If you carry out work on an assignment as a temporary worker but are unable to obtain a signed timesheet, you are entitled to be paid for the hours you worked. However Partners Employment is permitted to delay payment for a reasonable period to check whether you have worked the hours claimed.
- Before you start work on an assignment you will be given information on an assigning details form, this will include:
 - Start date,

- Likely duration of the work,
 - Type of work,
 - Name of Company,
 - Location,
 - Hours,
 - Any risks to health and safety and steps the hirer has taken to prevent or control such risks,
 - The experience, training and qualifications required for the role,
 - Any expenses applicable,
 - The actual rate of remuneration to be paid.
- As a temporary worker on a contract for services Partners Employment will not penalise you for ending an assignment early.
 - In the case of permanent recruitment the minimum rate of remuneration and length of notice will be confirmed to you by Partners Employment. Such information should be confirmed verbally and in writing.
 - We owe you a duty of confidentiality and may not disclose information about you without your consent, except for particular circumstances. For example, information may be disclosed for the purposes of providing work finding services and for the purposes of complying with obligations towards the hirer regarding your suitability.
 - When working with Partners Employment you will automatically be placed on our Candidate Care Programme please see our Candidate Services section of the website for more details.

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