



## **Standard Conditions for Recruitment Services for Permanent Candidates**

1. Business undertaken by One Step Limited and or its UK subsidiaries, (“One Step Careers”) is transacted subject to terms and conditions hereinafter set out. One Step Careers is acting in the capacity of an employment agency.
2. Upon provision of a full and accurate Curriculum Vitae (“CV”) by the work-seeker (“Candidate”), One Step Careers shall search suitable employment positions on behalf of the candidate. At point of registration, the candidate will detail the sort of employment sought.
3. Prior to any work finding services are provided to the candidate, the candidate shall provide One Step Careers with satisfactory evidence of the candidate’s identity which shall include, and not be limited to, a certified copy of the candidate’s passport or birth certificate. Where the candidate is interviewed in depth by a One Step Careers consultant, then suitable identity shall be produced to the client.
4. The Candidate consents to the disclosure of all relevant information (which is reasonably required to progress any application) including but not limited to copies of qualifications, authorisations and/or references by the Company to the Client.
5. The Candidate shall immediately inform One Step Careers should there be any reason or circumstance under which it would be detrimental to the interests of the Company, the Client or the Candidate for the Candidate to take up a particular position with a Client.
6. One Step Careers shall be under no obligation to find employment for the Candidate.
7. The Candidate should not engage in any conduct which is detrimental to the interests of One Step Careers, would negatively affect the One Step Careers relationship with the Client or is likely to bring the One Step Careers into disrepute.



8. The Candidate having any complaint in connection with the work finding services shall have the right to present a complaint in writing to the Director or a Senior Manager of One Step Careers.
  
9. If, following an introduction from One Step Careers, the Candidate receives an offer of employment or engagement to work for or with a Client introduced by One Step Careers, the Candidate shall inform One Step Careers immediately and provide One Step Careers with full details of the offer including a copy of the offer letter/contract of employment if requested.
  
10. An offer of employment is not made until written details are received from the Client. One Step Careers does not accept any responsibility and shall not be liable for any loss suffered by the Candidate by reason of the Candidate's decision to resign from his/her current employment or engagement before or after receipt of the Clients written offer.