

Work Finding Services Agreement v1 (pre 4/1/2023)

1. Hirobe Limited (the Company) is acting as an Employment Business when arranging contract assignments and as an Employment Agency when arranging permanent appointments on behalf of its candidates, as defined in The Conduct of Employment Agencies and Employment Businesses Regulations 2003 (Conduct Regulations). These terms comply with Regulations 14 and 15 of the Conduct Regulations. The Company is in the business of providing work finding services (services), as defined in the Conduct Regulations for candidates and independent specialists and, where a role or assignment is found, providing arrangements for persons to provide services to its clients through contract assignment or by permanent appointment with its clients.
2. The type of work that we shall seek for you will be in the IT Sector. For contract assignments the Company shall seek work for you with appropriate market rate pay and conditions but the minimum pay you can expect will be at least the National Minimum Wage from time to time in force.
3. The Company shall provide its services to you in accordance with its [Privacy Policy](#).
4. If you are seeking a contract position and you will be located in the UK then the Company provides its services in accordance with its terms [agreement for the engagement and provision of services](#) which vary depending on how you provide your services to the Company. If you are seeking a contract position and you will be located outside of the UK the company provides its services in accordance with its terms [agreement for the engagement and provision of services \(Non UK\)](#) which vary depending on how you provide your services to the Company.
5. You have received [Key Information Documents](#) from the Company which should inform your decision on how to provide your services and you should notify the Company of your decision prior to it providing you with services, where practicable.
6. The Company provides its services to you, free of charge, in accordance with its [privacy policy](#), which will include maintaining your details on its database of candidates, searching for suitable opportunities for you and keeping in touch with you. When the Company introduces you to a client, having obtained your consent to the introduction, then upon mutual agreement with the client it will arrange an interview(s) on your behalf and help you conclude negotiations for a permanent or contract assignment. No guarantee can be given that an introduction will lead to a contract assignment or permanent appointment.
7. You should ensure that the information we hold on you, including your curriculum vitae, is accurate and up to date.

8. If you are seeking a contract position you agree to provide the Company with the proper evidence of any qualifications, certifications, training completed and any registrations with professional bodies that are referenced on your curriculum vitae or that you disclose to us.
9. You may give the Company a Notice of Opt Out, if applicable, of the Conduct Regulations, by signing and returning a [Notice of Opt Out](#). This means the Conduct Regulations will not apply to your contract assignments unless you withdraw the Opt Out and the withdrawal becomes effective.
10. We are under no obligation and make no representation that we can or will find work for you.

Your continued use of our work finding services is considered as acceptance of this agreement and our agreements for the engagement and provision of services.