

## **Supply and Demand Recruitment Ltd, Terms of Business.**

### **Definitions:**

- 'User organisation' means the person, firm or corporate body requiring the services of Supply & Demand Recruitment Ltd.

### **The contract:**

- No variation or alteration of these terms shall be valid unless approved by Supply & Demand Recruitment Ltd in writing.
- All information disclosed to the user organisation by Supply & Demand Recruitment Ltd shall remain confidential and shall not be disclosed to third parties.
- Supply & Demand Recruitment Ltd shall disclose to the user organisation details of all criminal records as reported by the Disclosure and Barring Service.
- The decision to employ the applicant is the sole responsibility of the user organisation.
- The user organisation is responsible for the verification of the applicant's identity in accordance with the current guidance given by the Disclosure and Barring Service.
- In order to maintain levels of security, all correspondence relating to an individual's disclosure application shall be conducted by post. Facsimile transmissions and electronic mail will not be accepted.
- Payment with cleared funds shall be made before an application is processed.
- Supply & Demand Recruitment Ltd does not guarantee that disclosure will be returned in any given time period.
- The user organisation observes the Disclosure and Barring Service's Code of Practice at all times.
- For each disclosure application the user organisation will pay not less than the current cost of a Disclosure.
- Photocopies of relevant documents verifying the applicant's identity must be provided by the user organisation and submitted to Supply & Demand Recruitment Ltd along with the fully completed Disclosure and Barring Service form.
- Supply & Demand Recruitment Ltd will withdraw their services at any time should the user organisation be in breach of these Terms of Business.
- Once an application has been submitted to Supply & Demand Recruitment Ltd for processing no refunds can be made.
- No application will be processed by Supply & Demand Recruitment Ltd until a signed copy of these terms has been received from the user organisation.
- Supply & Demand Recruitment Ltd will provide the user organisation with guidance notes from the Disclosure and Barring Service.