



THE JOB OFFICE LTD

Website Terms and Conditions

Each time you access or use www.thejoboffice.com (the "Website"), you are deemed to accept these terms and conditions. "We" means The Job Office Ltd, and "our" shall be construed accordingly. "You" means the person, firm, company or organisation browsing and/or using the Website, and "your" shall be construed accordingly.

Links to other Sites

On this website we have automatic links to other sites which we hope will be of interest to you. We do not accept any responsibility for/or liability in respect of the content of those sites. Using automatic links to gain access to such sites is entirely at your own risk.

Your Use of this Site

You may only use this Website for lawful purposes when seeking employment or help with your career, or when recruiting staff. You must not under any circumstances seek to undermine the security of the Website or any information submitted to or available through it. In particular, but without limitation, you must not seek to access, alter or delete any information to which you do not have authorised access, seek to overload the system via spamming or flooding, take any action or use any device, routine or software to crash, delay, damage or otherwise interfere with the operation of the Website or attempt to decipher, disassemble or modify any of the software, coding or information comprised in the Website.

You are solely responsible for any information submitted by you to the Website. You are responsible for ensuring that all information supplied by you is true, accurate, up-to-date and not misleading or likely to mislead or deceive and that it is not discriminatory, obscene, offensive, defamatory or otherwise illegal, unlawful or in breach of any applicable legislation, regulations, guidelines or codes of practice or the copyright, trademark or other intellectual property rights of any person in any jurisdiction. You are also responsible for ensuring that all information, data and files are free of viruses or other routines or engines that may damage or interfere with any system or data prior to being submitted to the Website.

Information Submitted by You

We use the information supplied by you to aid the recruitment process and any associated administrative functions. We will process any data which you provide in completing the online application forms and any further forms, assessments or personal details which you complete or provide to us when using the Website in accordance with relevant data protection legislation. We explain more about your personal data in our Privacy Policy.

Please note that all client / third-party recruitment agencies that we supply have agreed to our

Terms and Conditions and should they be found to be in breach of the Terms and Conditions, they will be prevented from using our services.



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Terms of Business

Recruitment: Each employment assignment or placement arising because of an introduction made by The Job Office Ltd will be subject to our standard Terms of Business as they are applicable in the circumstances. All prospective employers and clients for whom we arrange assignments or placements will be provided with a copy of the Terms of Business applicable to them at or following registration. Any deviation from these terms can only be authorised in writing by a registered director of The Job Office Ltd.

Changes to Terms and Conditions and Invalidity

These terms and conditions may be changed by us at any time. You will be deemed to accept the terms and conditions (as amended) when you next use the Website following any amendment.

If any provision of these terms and conditions is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

Registered Office

- The Job Office Ltd
 - c/o Hood Parkes & Co
 - 28 Market Place
 - Grantham
 - NG31 6LR
- Company Number 5148184. Registered in the UK.