

Candidate Terms & Conditions

Permanent or Contract Roles (Direct Engagement by the Client)

In line with the Recruitment & Employment Confederation (REC) Code of Professional Practice, this document outlines the basis on which Off to Work will act on your behalf as a work-seeker.

Following our recent correspondence, we confirm the following:

1. Status of Off to Work

Off To Work will act as an employment agency, as defined under the Employment Agencies Act 1973, providing permanent and contract recruitment services.

2. Authority to Act

By continuing with your application, you authorise Off to Work to seek suitable employment opportunities on your behalf with immediate effect.

You may **withdraw this authority at any time** by notifying us in writing via email.

3. Employment References

You authorise Off to Work to obtain employment references from your two most recent employers, which may include confirmation of:

- Job title and duties
- Dates of employment
- Performance and conduct
- Other information reasonably relevant to a prospective employer

Your **current employer will not be contacted** without your prior knowledge and consent, and only once a job offer has been secured.

4. Sector Preferences

You have confirmed your interest in opportunities within the Catering, Hospitality, and Facilities Management (FM) sectors.

5. Criminal Record Checks (DBS)

Certain roles may require a Disclosure and Barring Service (DBS) check where clients are legally obliged to carry out safer recruitment (e.g. roles involving children, vulnerable adults, or regulated environments).

You agree to disclose any unspent convictions that may be relevant to such roles. This information will be handled confidentially and in accordance with applicable law.

GDPR – Candidate Data Protection Notice

Off To Work processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Lawful Basis for Processing

Your personal data is processed on the basis of:

- Legitimate interests (recruitment and placement activities), and
- Consent, where required (e.g. sharing your details with a specific client or conducting checks)

How Your Data Is Used

Your data will be used solely for recruitment and selection purposes, including:

- Assessing suitability for roles
- Contacting you about opportunities
- Sharing your profile with prospective clients which will include the data outlined in this email

Your Rights

You have the right to:

- Request access to your personal data
- Request correction or deletion of your data
- Object to or restrict processing
- Withdraw consent at any time

If you do not agree to these terms or wish to be removed from our recruitment process, you may do so by **replying to this email** or contacting us using the details on our website. We will confirm once your request has been completed.

Our full Privacy Notice is available on our website.