

Working with us – what you need to know...

Thank you for registering with Reflect Recruitment Group and asking us to assist you to find permanent and/or temporary work. There are a few things that you will need to know.

Our Service

It is part of the service offered to our clients that you will register with us and attend an interview with a Consultant. Once registered, we will be able to put you forward to suitable temporary bookings or permanent vacancies. Under the Employment Agencies Act 1973, it is a requirement that we confirm your desire for us to provide you with recruitment services. We will act as both a Recruitment Agency and an Employment Business, as defined under the Act, depending on whether you are looking for permanent and/or temporary work respectively and you authorise us to seek work for you. Please inform us by return if this is not the case and we will cease to act on your behalf.

You will never be charged by us for the services that we provide you. The client will have agreed Terms and Conditions to agree that they will pay for our services. By registering, you acknowledge that, if the client wishes to employ you directly if you are working on a temporary assignment or have been introduced to the client, that we will be entitled to charge the client an introduction/transfer fee, or to agree to an extension of the hiring period with the Client (after which you may be employed by the client without further charge being applicable to the Client).

Permission to Work in the UK

We are obliged, in line with Home Office guidance on the prevention of illegal working, to verify and take scans of original ID documentation as evidence of your right to work in the UK.

Equal Opportunities

We are committed to a policy of equal opportunities for all work seekers and will adhere to our policies at all times which are regularly reviewed to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union. You are fully entitled to belong to one or more Trade Union(s).

Health and Disability

Please inform your Consultant of any health issues or disabilities that might be relevant to the position or role that you are seeking and make us aware of the reasonable adjustments that will enable you to perform the role sought. Please also inform us of any reasonable adjustments that might be required in order for you to have access to our recruitment services and to attend interview or take aptitude tests.

Data Protection

The information that you provide verbally and on any CV or other documentation will be used by us to help to provide you work finding services. In providing these services, you consent to your personal data being included on a computerised database indefinitely and consent to us transferring your personal details to our clients. We may, in certain circumstances, check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds or in any other way permitted or required by law. By registering with us, you consent to your personal data being forwarded to clients and to references being passed to potential employers. We are a Registered Data Controller with the Information Commissioner's Office and can assure you of the confidentiality and care with which your Data is handled. Should you require your personal details to be removed from our database, please advise us of your request which will be actioned with immediate effect.

Modern Slavery Statement

We are committed to developing and adopting a proactive approach to tackling hidden labour exploitation. Hidden labour exploitation is exploitation of job applicants and workers by third party individuals or gangs other than the employer or labour provider including rogue individuals working within these businesses but without the knowledge of management. It includes forced labour and human trafficking for labour exploitation; payment for work-finding services and work-related exploitation such as forced use of accommodation. It is understood that it is often well hidden by the perpetrators with victims, if they perceive of themselves as such, reluctant to come forward. If you, yourself or anyone you know has experienced such treatment or have any concern at all please let us know now or at any time in the future.

Criminal Convictions

During the registration process you will be asked if you have any unspent criminal convictions outstanding against you. It is a legal requirement that you must declare any unspent criminal convictions. You do not have to declare any spent criminal convictions.

Thank You!

Thank you again for choosing to work with us, we look forward to assisting you. Please do email me to let me know if you have any questions or concerns about the content of this email. If I do not hear from you to the contrary, I will presume your acceptance of the information as a part of our registration process.