

Standard Conditions for Recruitment Services

1. All and any business undertaken by West Associates ("WA") is transacted subject to the terms and conditions hereafter set out. WA is acting in the capacity of an employment agency.
2. Upon provision by the work-seeker ("Candidate") of a full and accurate Curriculum Vitae, WA shall, at its sole discretion search for suitable employment positions on behalf of the Candidate. The type of employment sought for the Candidate will be as detailed on the Candidate Registration Schedule.
3. Before any work finding services are provided the Candidate shall provide WA with satisfactory evidence of the Candidate's identity which shall include, but not be limited to, a certified copy of the Candidate's passport or birth certificate.

If, in respect of any prospective employment, the candidate is required by law, any professional body or by the hirer ("Client") to hold or have any experience, training qualifications and/or authorisations and/or references, the Candidate will provide WA with:

- i. up to date copies of such qualifications and/or authorisations; and
 - ii. the names of two referees (who are not relatives of the Candidate) who the candidate agrees that WA may approach at any time for the purpose of obtaining references about the Candidate.
4. The Candidate consents to the disclosure of all relevant information (which is reasonably required to progress any application) including but not limited to copies of qualifications, authorisations, and/or references by WA to the Client.
5. The Candidate shall immediately inform WA should there be any reason or circumstance under which it would be detrimental to the interests of WA, the Client or the Candidate for the Candidate to take up a particular position with the Client.
6. WA shall be under no obligation to find employment for the Candidate.
7. The Candidate shall not engage in any conduct which is detrimental to the interests of WA, would negatively affect WA's relationship with the Client or is likely to bring WA into disrepute.
8. If following an introduction from WA, the Candidate receives an offer of employment or engagement to work for the Client introduced by WA, the Candidate shall inform WA immediately and provide WA with full details of the offer including a copy of the offer letter/contract of employment if requested.
9. An offer of employment is not made until written details are received from the Client. WA does not accept any responsibility and shall not be liable for any loss suffered to the Candidate by reason of the Candidate's decision to resign from his/her current employment or engagement before or after receipt of the client's written offer.