



Employment Terms and Conditions

Thank you for submitting your CV to us. This will be stored electronically and will be used to try and obtain work for you.

In accordance with the Data Protection Act, I would like to advise you of the following:

1. Unless we receive any objection from you, your CV will be submitted when appropriate to prospective clients in order to obtain work for you. (Although obviously we will first obtain your permission before submitting your CV to a specific client).
2. We reserve the right to undertake checking to verify the details on your CV. If such checks or references produce discrepancies, we will refer back to you to make representations.
3. Your CV will be automatically stored on our system for 5 years whilst we endeavour to obtain work for you unless you write at any time to advise us to remove it. We will check with you after 5 years if you wish us to retain your details for another similar period and so on.

Thank you for the interest you have shown in our company. We will contact you should a suitable position arise.

Yours Sincerely,

Graham Hacon

Managing Director