Candidate Registration

Our terms for the provision of work-finding services to you

1. F.J.Wilson Limited, which includes its trading styles FJWilson, FJWTS, FJWilson Talent Services (**FJWilson**) and FJW Coaching, is acting as an Employment Business when arranging contract assignments (PAYE temporary assignments) and as an Employment Agency when arranging permanent and fixed-term appointments on behalf of its candidates, as defined in The Conduct of Employment Agencies and Employment Businesses Regulations 2003 (Conduct Regulations). These terms comply with Regulations 14 and 15 of the Conduct Regulations. **FJWilson** is in the business of providing work finding services (services), as defined in the Conduct Regulations for candidates and independent specialists and, where a role or assignment is found, providing arrangements for persons to provide services to its clients through contract assignment or by permanent or fixed-term appointment with its clients.

2. You are seeking the following type of work: [contract/permanent] opportunities in the [ ] sector as a [job role] or similar. For contract (PAYE temporary) assignments **FJWilson** shall seek work for you with appropriate market rate pay and conditions but the pay will be at least the National Minimum Wage from time to time in force. The Company undertakes to pay you for work properly performed by you in accordance with the Assignment requirements, applicable Terms of Business found here, and Assignment Schedule, whether or not the Company has received payment from the client in respect of the work. Payment shall be subject to the Company being reasonably satisfied that the work has been satisfactorily performed, and that the hours, days or other units claimed are accurate, which may be evidenced by an approved timesheet, invoice or such other reasonable documentation or information as the Company may require. The rate of remuneration, method of calculation (where applicable) and frequency of payment shall be set out in the applicable Terms of Business and / or Assignment Schedule. Remuneration shall be paid at the intervals specified therein, which may be weekly, fortnightly or monthly.

3. **FJWilson** shall provide its services to you in accordance with its Privacy notice, found here:

4. You have provided your personal information to the **FJWilson** or it has obtained your details from a third-party source (see Privacy notice).

5. For contract workers, **FJWilson** provides its services in accordance with its Terms of Business found here. An example Key Information Document **(KID)** can be **found here.**

6. Where you are engaged under Terms of Business that provide for statutory and / or contractual annual leave, details of your entitlement to annual leave together with any associated holiday pay arrangements shall be set out in the applicable Terms of Business.

7. The notice provisions applicable to the termination of your engagement, including any notice you are required to give and any notice you are entitled to receive, shall be set out in the applicable Terms of Business. Where no notice applies, the relevant Terms of Business shall expressly state this.

8. **FJWilson** provides its services to you, free of charge, in accordance with its privacy notice, which will include maintaining your details on its database of candidates, searching for suitable opportunities for you and keeping in touch with you. When **FJWilson** introduces you to a client, having obtained your consent to the introduction, then upon mutual agreement with the client it will arrange an interview(s) on your behalf and help you conclude negotiations for a permanent/fixed-term or contract assignment. No guarantee can be given that an introduction will lead to a temporary assignment or permanent/fixed-term appointment.
9. You should ensure the information we hold on you, including your curriculum vitae, is accurate and up to date. Kindly provide details of referees promptly upon request, although we will not contact referees without your agreement.

10. You may give the Company a Notice of Opt-Out, if applicable, of the Conduct Regulations. This means the Conduct Regulations will not apply to your contract assignments unless you withdraw the Opt-Out and the withdrawal becomes effective. To request a Notice of Opt-Out (for you to sign and return), please email info@fjwilson.com

11. Your acknowledgement of this agreement and, if you are seeking PAYE temporary assignments, of FJWilson's Terms of Business (Terms and conditions of services – contract workers), will confirm your acceptance of its contents.

This version: October 2026/T