

Terms and Conditions for Applicants

1. These Terms and Conditions will apply to the contract between Glasgow Childcare Solutions (hereinafter referred to as 'the Agency') and candidates for employment (hereinafter referred to as 'the Applicants'). The Agency's clients will be referred to as 'the Client'. The 'placement' means the engagement, employment or use of the Applicant by the Client or any third party on a permanent or temporary basis, whether under a contract of service or for services; or any other engagement whatsoever.
2. When the Applicant submits their application form to the Agency they will be deemed to have accepted these Terms and Conditions.
3. All information given to Applicants relating to the Client or the Agency itself is to be treated in the strictest confidence and must not be disclosed to a third party.
4. The Applicants are not the employees of the Agency. The Client is made aware by the Agency of their responsibilities as an employer of the Applicants with regard to Income Tax and National Insurance.
5. The Agency endeavours to introduce Applicants to the most suitable clients. However, it is the responsibility of the Applicants to satisfy themselves as to the suitability of the position.
6. The Agency will conduct personal interviews, check details, documentation and references of the Applicants. All Applicants will be required to join PVG Scotland or obtain a Scheme Record Update and the cost thereof shall be payable by the Applicant.
7. The Applicant agrees:
 - a) to notify the Agency immediately of any offer of a placement made by the Client;
 - b) to notify the Agency immediately that an offer of a placement to the Applicant has been accepted and to provide details of the full remuneration to the Agency.

The Applicant must inform the Agency if they have already been recommended for a position by another agency.

8. The Agency will not be responsible for any omissions or misrepresentation of the conditions of employment by the Client.
9. Applicants must give at least two weeks written notice to the Client and to the Agency should they want to terminate a placement. The Applicant must notify the Agency in writing immediately of any changes in their status of placement and/or employment with the Client.
10. The Agency will not be responsible for any travel or subsistence expenses for the Applicant in attending interviews. The Client may however at its sole discretion reimburse the Applicant for any reasonable travel and subsistence expenses incurred for the purpose of attending interviews. This should be agreed with the Client prior to the interviews preferably in writing.
11. The Agency recommends that Applicants obtain all necessary insurances related to their position (including car insurance if applicable).
12. All Applicants agree to abide by any rules laid down by the Client and perform their duties to the best of their ability. Applicants agree to be honest, responsible and punctual. Applicants must inform the Agency immediately if they are unable to attend a placement. They must not consume alcohol or drugs, under any circumstances, whilst on a placement for the Agency. Applicants must not under any circumstances abuse, neglect or otherwise put at risk any child in their care.
13. The Agency has a complaints procedure, details of which are provided with its information pack and available on its website and which should be followed by Applicants for any complaints that may arise.
14. These Terms are governed by the Law of Scotland and are subject to the non-exclusive jurisdiction of the Courts of Scotland.