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STATUTORY INSTRUMENTS

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**2003 No. 3319**

**The Conduct of Employment Agencies and  
Employment Businesses Regulations 2003**

**PART IV**

**REQUIREMENTS TO BE SATISFIED IN RELATION TO THE  
INTRODUCTION OR SUPPLY OF A WORK-SEEKER TO A HIRER**

**Information to be obtained from a hirer**

**18.** Neither an agency nor an employment business may introduce or supply a work-seeker to a hirer unless the agency or employment business has obtained sufficient information from the hirer to select a suitable work-seeker for the position which the hirer seeks to fill, including the following information—

- (a) the identity of the hirer and, if applicable, the nature of the hirer's business;
- (b) the date on which the hirer requires a work-seeker to commence work and the duration, or likely duration, of the work;
- (c) the position which the hirer seeks to fill, including the type of work a work-seeker in that position would be required to do, the location at which and the hours during which he would be required to work and any risks to health or safety known to the hirer and what steps the hirer has taken to prevent or control such risks;
- (d) the experience, training, qualifications and any authorisation which the hirer considers are necessary, or which are required by law, or by any professional body, for a work-seeker to possess in order to work in the position;
- (e) any expenses payable by or to the work-seeker; and
- (f) in the case of an agency—
  - (i) the minimum rate of remuneration and any other benefits which the hirer would offer to a person in the position which it seeks to fill, and the intervals at which the person would be paid; and
  - (ii) where applicable, the length of notice which a work-seeker in such a position would be required to give, and entitled to receive, to terminate the employment with the hirer.