

## SCHEDULE 4

Regulation 29

### PARTICULARS TO BE INCLUDED IN AN AGENCY'S OR EMPLOYMENT BUSINESS'S RECORDS RELATING TO WORK-SEEKERS

1. Date application received.
2. Work-seeker's name, address and, if under 22, date of birth.
3. Any terms which apply or will apply between the agency or employment business and the work-seeker, and any document recording any variation thereto.
4. Details of the work-seeker's training, experience, qualifications, and any authorisation to undertake particular work (and copies of any documentary evidence of the same obtained by the agency or employment business).
5. Details of any requirements specified by the work-seeker in relation to taking up employment.
6. Names of hirers to whom the work-seeker is introduced or supplied.
7. Details of any resulting engagement and date from which it takes effect.
8. Copy of any contract between the work-seeker and any hirer entered into by the agency on the work-seeker's behalf.
9. Date application withdrawn or contract terminated (where applicable).
10. In the case of an agency that is permitted to charge fees to work-seekers, dates of requests by the agency for fees from the work-seeker and of receipt of such fees, with copy statements or invoices, numbers and amounts; or, as appropriate, statements of dates and amounts of sums deducted from money received by the agency on the work-seeker's behalf in accordance with regulation 25, to the extent that these are not required to be comprised in records maintained in respect of a client account in accordance with paragraph 12 of Schedule 2.
11. Details of enquiries made under regulations 19, 20 and 22 about the work-seeker and the position concerned with copies of all relevant documents and dates they were received or sent as the case may be.