

Website Terms and Conditions

THE JOB OFFICE LIMITED

Updated: 29 September 2026

Please read these terms carefully. By accessing or using www.thejoboffice.com, you agree to be bound by them.

1. About us

This website, www.thejoboffice.com (the “Website”), is operated by The Job Office Limited (“The Job Office”, “we”, “us” or “our”), a private limited company registered in England and Wales under company number 05148184. Our registered office is 109 Barrowby Road, Grantham, England, NG31 8AE.

In these terms, “you” and “your” mean any person, firm, company or organisation accessing or using the Website.

2. Acceptance of these terms

By accessing or using the Website, you confirm that you accept these Website Terms and Conditions and agree to comply with them. If you do not agree to these terms, you should not use the Website.

These terms apply to use of the Website. Recruitment assignments, introductions and placements are governed separately by our applicable client Terms of Business.

3. Permitted use of the Website

You may use the Website only for lawful purposes, including seeking employment, obtaining career or recruitment information, or recruiting staff.

You must not:

- use the Website in any way that breaches applicable law or regulation;
- attempt to gain unauthorised access to the Website, its servers, systems, databases or any information made available through them;
- introduce viruses, malware or other material designed to damage, disrupt or interfere with systems or data;
- overload, flood, spam, disable, impair or deliberately interfere with the operation or security of the Website; or
- attempt to decipher, decompile, disassemble, reverse-engineer or otherwise interfere with software or code used by the Website, except where applicable law expressly permits this.



4. Information you submit

You are responsible for information, documents and files that you submit through the Website. You must take reasonable steps to ensure that they are accurate, current and not misleading.

You must not submit material that is unlawful, discriminatory, defamatory, obscene, offensive, infringes another person's intellectual property or other rights, or contains malicious code or material intended to damage or interfere with systems or data.

5. Recruitment services and Terms of Business

Any employment assignment, engagement, introduction or placement arising from an introduction made by The Job Office is subject to our applicable Terms of Business. Prospective employer clients will be provided with the relevant Terms of Business as part of the engagement process.

Any variation to our Terms of Business must be agreed in writing by an authorised director of The Job Office Limited.

6. Personal data and privacy

We may process personal data that you provide to us through the Website, including information supplied through enquiry, registration or application forms, CVs, assessments and other recruitment-related communications. We process personal data in accordance with applicable UK data protection law and as explained in our Privacy Policy.

Our Privacy Policy should explain, among other matters, the purposes for which we process personal data, the lawful bases we rely on, how long data may be retained, who it may be shared with, and the rights available to individuals.

7. Cookies and similar technologies

The Website may use cookies and similar technologies. Where applicable, information about the technologies we use, their purposes and the choices available to you should be set out in our Cookie Policy and cookie controls. Non-essential cookies or similar technologies will be used, only where permitted by applicable law.

8. Links to third-party websites

The Website may contain links to websites or resources operated by third parties. These links are provided for information and convenience only. Unless expressly stated otherwise, we do not control or endorse third-party websites and are not responsible for their content, availability, security or privacy practices. You access third-party websites at your own risk.

9. Website content and availability

We take reasonable care over information published on the Website, but website content is provided for general information and recruitment-related purposes. It is not intended to amount to legal, financial or other professional advice on which you should rely.

We do not guarantee that the Website, or any content on it, will always be available, uninterrupted, secure or free from errors. We may suspend, withdraw, restrict or change all or any part of the Website, where reasonably necessary.

10. Intellectual property

Unless otherwise stated, The Job Office Limited owns, or is licensed to use, the intellectual property rights on the Website and its original content. You may view and print reasonable extracts for your own lawful personal or internal business use. You must not reproduce, republish, distribute, sell, commercially exploit or materially adapt our Website content without our prior written permission, except where permitted by law.

Third-party names, logos and trademarks remain the property of their respective owners.

11. Liability

Nothing in these terms excludes or limits liability where doing so would be unlawful, including liability for death or personal injury caused by negligence, fraud or fraudulent misrepresentation, or any other liability that cannot lawfully be excluded or limited.

Subject to the paragraph above, we are not responsible for loss or damage arising solely from your misuse of the Website, your reliance on third-party websites, or events outside our reasonable control. Any exclusion or limitation of liability in these terms applies only to the extent permitted by law.

12. Suspension or termination of access

We may suspend, restrict or terminate access to the Website where we reasonably believe these terms have been breached, where access creates a security or legal risk, or where this is otherwise reasonably necessary to protect the Website, our users or our business.

13. Changes to these terms

We may update these terms from time to time, for example to reflect changes to the Website, our services, applicable law or regulatory guidance. The version displayed on the Website will state its effective date. Your continued use of the Website after updated terms take effect will be subject to the updated terms.



14. Severability

If any provision of these terms is found by a court or other competent authority to be unlawful, invalid or unenforceable, that provision will be treated as modified or removed to the minimum extent necessary. The remaining provisions will continue in full force and effect.

15. Governing law and jurisdiction

These terms and any dispute or claim arising out of or in connection with them are governed by the laws of England and Wales. If you are acting in the course of a business, the courts of England and Wales will have exclusive jurisdiction. If you are a consumer, you may also have rights to bring proceedings in the courts applicable to your place of residence where the law gives you that right.

16. Contact details

The Job Office Limited
109 Barrowby Road
Grantham
England
NG31 8AE
Company number: 05148184
Website: www.thejoboffice.com