

CANDIDATES, TEMPORARY WORKERS, CIS SUBCONTRACTORS AND LIMITED-COMPANY PROFESSIONALS

Candidate, Worker and Contractor Terms

Website registration, representation and pre-engagement terms for people seeking permanent, temporary, contract, freelance or labour opportunities through SiteAppoint.

Version 1.0

Effective 21 August 2026

DOCUMENT STATUS

This document explains the general work-finding relationship. It is not a substitute for the Key Information Document, employment or engagement terms, Assignment Schedule, CIS subcontract or limited-company contract required for a particular route. Those documents must be issued separately where applicable and reviewed by a qualified solicitor.

CONTACT

Questions or requests: hithere@siteappoint.co.uk | 07769 098765

1. About SiteAppoint's role

SiteAppoint Ltd provides work-finding and recruitment services. It may act as an employment agency for direct permanent or self-employed engagements and as an employment business when supplying a person to work for a hirer. The role will be made clear for each opportunity.

Registration is free and is not an offer, guarantee of representation, promise of an introduction or guarantee of work. SiteAppoint selects the profiles it can credibly represent and contacts people when a relevant opportunity is available.

2. Your registration

You confirm that information you provide is accurate, not misleading and may be used to assess and discuss work-finding opportunities. You will tell us promptly about changes to contact details, availability, right to work, qualifications, cards, licences, restrictions, notice, rate or salary expectations and anything affecting your ability to perform proposed work.

- Do not send bank, tax or identity documents through the basic website enquiry unless SiteAppoint has specifically provided an appropriate onboarding route.

- Do not claim a qualification, card, project or responsibility you did not hold.
- Tell us if a client has already received your CV, interviewed you or contacted you about the same opportunity.
- Keep SiteAppoint informed about interviews, offers, direct contact and acceptance relating to an introduction.

3. Direct search and contact

SiteAppoint may identify and contact people through professional networks, referrals and public work-related sources when their experience appears relevant. You can ask us to stop contacting you or delete information where the legal conditions apply. Our privacy notice explains how this information is used.

4. Representation and introductions

We aim to explain the client, role, material terms and reason for contact before sending an identifiable CV or profile. We will not knowingly forward your CV indiscriminately. You remain free to decline an opportunity, interview or offer and should make your own assessment of the client and work.

SiteAppoint may edit or summarise a CV for clarity but will not knowingly change substantive facts. You should check any profile or material provided to you for approval and flag errors promptly.

5. No candidate work-finding fee

SiteAppoint does not charge a work-seeker for finding or seeking work. Any optional ancillary service, if ever offered, must be separately described and must not be made a condition of work-finding.

6. Checks and information

Before an introduction or supply, SiteAppoint may request evidence reasonably required for the opportunity, including identity, right to work, work history, references, qualifications, CSCS-logoed card, tickets, licences, insurance, company information or status facts. You authorise proportionate verification with issuing bodies, referees and relevant service providers.

RIGHT TO WORK AND SITE CARDS

Passing a SiteAppoint check does not transfer or remove a hirer's or employer's own legal duties. A card proves only what the issuing scheme confirms; it does not by itself decide job suitability, employment status or competence for every task.

7. Permanent appointments

For a direct permanent role, the employment contract is between you and the client. Check the written offer, remuneration, benefits, location, hours, notice, probation, restrictive covenants and any conditions before accepting. SiteAppoint cannot accept an offer on your behalf unless you have given clear authority, and the client remains responsible for its employment obligations.

8. Temporary and contract assignments

8.1 Separate documents

Before a temporary assignment begins, you will receive the terms required for the engagement route and written assignment information. Where the agency-worker rules apply, SiteAppoint or the relevant employment business will provide a Key Information Document before agreeing terms. Read those

documents; they control the assignment and may be issued by a payroll or engagement partner rather than SiteAppoint.

8.2 Engagement routes

Route	Important position
PAYE temporary worker	Pay, holiday, deductions, pension and statutory rights are dealt with under the applicable employment or worker terms and Key Information Document.
CIS subcontracting	CIS applies only to qualifying construction payments and does not apply to employees. Verification does not decide employment status; the working arrangement must support self-employment.
Limited company	The company contract, off-payroll status position, insurances and actual working practices must be appropriate. A company preference alone does not determine status.
Umbrella or payroll partner	The partner becomes responsible for the obligations stated in its own contract and Key Information Document. Check the reconciliation statement, deductions and expected net pay before agreeing.

8.3 Assignment conduct

- Attend as agreed, arrive fit and on time, and follow lawful site, safety, security and conduct rules.
- Perform only work you are competent and authorised to do, use required protective equipment and report unsafe conditions immediately.
- Do not substitute another person, change duties or agree a different site, shift, rate or engagement directly without written confirmation.
- Protect confidential information, client property and personal information encountered during the assignment.
- Report absence, lateness, incidents, complaints and any threat to safe or lawful work promptly to both the site contact and SiteAppoint or the responsible employment business.

8.4 Time, approval and pay

Submit complete and accurate time in the required system by the stated deadline and identify the authorised client approver. Never ask another person to approve hours they cannot verify. Payment timing, deductions, holiday and the effect of late time are set out in the Key Information Document and assignment or employment terms for the relevant route.

8.5 Ending an assignment

An assignment may end on the notice in its terms and may sometimes end early. SiteAppoint or the responsible employment business may remove a person immediately where reasonably necessary for safety, illegality, serious misconduct or a material breach. Ending one assignment does not guarantee another.

9. Health, safety and wellbeing

The hirer normally controls the workplace and daily work, but everyone shares responsibility for raising concerns. You must attend induction, follow the safe system of work, use protective equipment correctly, stop and report work you reasonably believe is unsafe, and disclose a relevant limitation where necessary to protect safety or arrange an adjustment.

10. Confidentiality, data and intellectual property

Keep client, project, candidate, commercial and personal information confidential during and after an assignment. Do not photograph or publish site or client information without permission. Intellectual-property ownership is governed by the permanent employer's contract or the separate assignment terms.

SiteAppoint processes personal information under its Privacy and UK GDPR Notice. Clients, payroll providers, umbrella companies and other partners may separately provide their own privacy notices.

11. Equality, dignity and concerns

SiteAppoint expects respectful treatment and does not accept unlawful discrimination, harassment, victimisation or unsafe retaliation. Ask for reasonable adjustments as early as possible. Raise a concern with your consultant or a senior partner at the contact details below.

12. Complaints

Send a complaint to hithere@siteappoint.co.uk with your name, contact details, relevant role or assignment, what happened and the resolution sought. SiteAppoint will acknowledge, investigate proportionately and explain the response. You may also seek independent advice or contact the relevant regulator where appropriate.

13. Changes and governing law

SiteAppoint may update these general terms for future work-finding activity. A material change to an existing assignment must follow the documents governing that assignment. These general terms are governed by the law of England and Wales, and the courts of England and Wales have jurisdiction, subject to any mandatory worker or consumer protection.

Official references

[Conduct Regulations overview for agencies and employment businesses](#)
[Key Information Document guidance and templates](#)
[Agency worker basic information and rights](#)
[Construction Industry Scheme overview](#)
[Right to work checks: employer's guide](#)