

JustCRB LLP Service Agreement

JustCRB LLP, Berryfield House, Berkswell Road, Meriden, Nr Coventry, West Midlands CV7 7LB

Email: info@justcrb.co.uk

Web: www.justcrb.co.uk

Part of the DSB group of companies, company registration number: OC366123.

Terms and Conditions:

As a responsible body for Disclosure Scotland authorised to provide Basic checks JustCRB LLP are bound by their code of practice. We agree to act on behalf of your organisation to obtain Basic checks based on the information supplied by you and your employees.

Our Responsible Body Registration number is: JUS1093208

We will only liaise with the designated personnel nominated by your organisation, all forms will be sent for processing on the day we receive them. We do not require any original documents or keep copies of application forms or completed disclosures.

All applicant details and any other information disclosed to us are strictly confidential and will not be revealed to a third party.

JustCRB LLP will not be held responsible for any recruitment decisions whatsoever based on the result of the Basic check.

Recipients of disclosure information must:

- not use disclosure information for purposes other than those for which it has been provided;
 - not discriminate against the subject of disclosure information on the basis of any conviction or other details revealed.
- You agree to pay our fees, no forms will be sent for processing until payment is received. We will email you an invoice receipt once payment has been made.

Our fees are non-refundable once an application has been sent for processing.

JustCRB LLP have the right to refuse to process any application which is being used in

an inappropriate way.

JustCRB LLP are not responsible for the length of time a disclosure is taking to process once it reaches Disclosure Scotland but can track an application at any stage for you.

We have no liability resulting from you using our services or the performance of Disclosure Scotland during the check process.

The Directors decision is final.

By signing this agreement you agree to the above Terms and Conditions.

Company Name:.....

Company Address:.....

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Contact Telephone Number:.....

Nominated Company Contact:.....

Position in Company:.....

Contact Email:.....

2nd Nominated Company Contact:.....

Position in Company:.....

Contact Email:.....

Date:.....