



A guide to Regulation 21 – Provision of information to work-seekers and hirers

Requirement	What this means
Identity of the hirer	The name of your client.
Nature of the hirer's business	A brief description of your client's business.
Start date	The date on which the work will commence.
Duration of assignment	This is the length of time the assignment is expected to last or an end date. If there is no fixed end date, you could detail that the work will be ongoing.
The position to be filled	Job title.
The type of work that the worker is expected to undertake	A summary of the duties that the worker will be expected to undertake during the assignment.
Location	This is the location where the worker will be expected to undertake the assignment.
Days and hours of work	You should detail the days and hours that the worker will be expected to work.
Any known health or safety risks	<p>You are required to inform the worker of the information you have obtained from the hirer regarding known health and safety risks.</p> <p>Where there are no known risks this must be communicated to the worker. Where there are known risks, alongside communicating the risks you must also detail what steps are being taken by the hirer to control or remove these risks.</p>
Any experience, training, qualifications, and authorisations deemed necessary by the hirer or required by law or any professional body	Detail any experience, training, qualifications or any authorisations that are required by the hirer, a professional body or the law, for the work-seeker to possess in order to work in the position they wish to fill.
Rate of pay	If you have not already agreed an exact rate of pay within your terms of engagement, you must do so here.
Expenses payable by or to the worker	You should also note any expenses that will be payable by the worker.
In the case of an employment agency there are further obligations to adhere to:	
The minimum rate of remuneration and other benefits payable to the worker	Detail the minimum amount of pay that the hirer will be prepared to pay to the worker along with any benefits.
The intervals of pay	Detail the frequency that the worker will receive wages.
The notice period the worker is entitled to receive and give to terminate employment with the hirer	How much notice the worker has to give and is entitled to receive to bring their employment to an end.

This document is intended to be brief guidance to your interactions with work-seekers and should not be taken as an authoritative statement on the law. It is intended to provide an overview of your obligations in line with Regulation 21 of the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (as amended). It is your responsibility to complete the document correctly. For advice, please contact the Employment Agency Standards Inspectorate at eas@beis.gov.uk or visit the website at www.gov.uk/government/organisations/employment-agency-standards-inspectorate