

If you contact us, use this reference:  
Universal Jobmatch Employer Reference no:



Department for  
Work and Pensions

Building/Office location  
Office type  
Street  
Town  
County  
Postcode

**www.gov.uk**

Telephone: 0845  
Textphone: 0845

\_\_/\_\_/201

## Universal Jobmatch Terms and Conditions

---

Dear Sir/Madam

**Please find attached the Terms and Conditions for the use of Universal Jobmatch which must be accepted before your job posting can be displayed.**

**I would be grateful if you could accept the Terms and Conditions of Universal Jobmatch by returning the completed slip below with this letter, either by e-mail or post as you have previously agreed with Jobcentre Plus.**

**If you are signing on behalf of a company including any branches or outlets (not franchises) you must have the relevant authority to do this, and inform anyone placing vacancies of the Terms and Conditions.**

**Thank you.**

Yours sincerely,

Manager

-----  
I accept the Terms and Conditions for the use of Universal Jobmatch on behalf of:

Company name: -----

UJ Employer Reference no: -----

Signed: ----- Print name: -----

Date: ----- Job Title: -----