



Celora Holdings Careers Portal

TERMS OF SERVICE POLICY

Effective Date: 14th September 2026

Last Updated: 14th September 2026

Welcome to the **Celora Holdings Careers Portal** ("Careers Portal", "Portal", "Service").

The Careers Portal is owned, operated and managed by **Celora Holdings** ("Celora Holdings", "we", "us", or "our") and provides the central recruitment platform for Celora Holdings and its subsidiaries.

The Careers Portal is used to advertise vacancies, facilitate applications, manage candidate accounts, conduct recruitment activities, communicate with candidates and administer other recruitment-related services.

By accessing, registering for, or using the Careers Portal, you agree to comply with these Terms of Service ("Terms").

If you do not agree to these Terms, you must not use the Careers Portal.

These Terms apply to all users of the Careers Portal, including candidates, applicants and authorised internal users.

Management and Administration

The Careers Portal is **managed and operated by Celora Holdings**.

Celora Holdings is responsible for the operation, administration, maintenance, security and management of the Careers Portal.

Access to internal, administrative and candidate-management functions is restricted to authorised Celora Holdings personnel.

Celora Holdings Recruitment Team

The **Celora Holdings Recruitment Team**, operating within the Human Resources Department, is authorised to access the Careers Portal for recruitment-related purposes.

This may include:

- Creating and managing vacancies;
- Reviewing applications;
- Assessing candidates;
- Managing recruitment stages;
- Contacting candidates;
- Arranging interviews;
- Making recruitment decisions;
- Managing recruitment restrictions;
- Maintaining recruitment records;
- Managing candidate applications; and
- Performing other Human Resources and recruitment functions.

Celora Holdings IT Services Team

The **Celora Holdings IT Services Team** is authorised to access and administer the Careers Portal for technical, security, administrative and operational purposes.

This may include:

- Managing the Portal's technical infrastructure;
- Managing accounts and permissions;
- Providing technical support;
- Maintaining system security;
- Investigating security incidents;
- Troubleshooting technical issues;
- Maintaining system logs;
- Performing system maintenance;
- Managing integrations and authentication services; and
- Accessing information where reasonably necessary to perform authorised IT or administrative duties.

Access by either team is subject to internal authorisation and should be limited to information and functions reasonably necessary for their respective responsibilities.

Purpose of the Careers Portal

The Careers Portal provides a centralised recruitment platform for Celora Holdings and its subsidiaries.

The Portal may be used to:

- View available vacancies;
- Review job descriptions and requirements;
- Create a candidate account;
- Link required third-party accounts;
- Submit employment applications;
- Monitor application progress;

- Withdraw applications;
- Receive recruitment communications;
- Attend interviews;
- Receive recruitment decisions; and
- Complete onboarding activities following successful recruitment.

Candidate Account Requirements

Candidates **must have an active account on the Celora Holdings Careers Portal** in order to submit an application for any position.

Candidates must provide accurate and truthful information when creating and maintaining their account.

Candidates are responsible for:

- Maintaining accurate account information;
- Keeping their account secure;
- Keeping login credentials confidential;
- Not allowing another individual to use their account; and
- Reporting suspected unauthorised access.

A candidate whose Careers Portal account has been suspended, restricted or otherwise disabled may not create or use another account to circumvent that restriction.

Duplicate Accounts

Duplicate candidate accounts are not permitted.

Each candidate is permitted to maintain **one Careers Portal account**, unless Celora Holdings expressly authorises otherwise.

Candidates must not:

- Create multiple Careers Portal accounts;
- Maintain multiple active candidate profiles;
- Create another account to circumvent a restriction;
- Create another account following suspension;
- Use another person's account;
- Allow another person to use their account; or
- Attempt to bypass recruitment restrictions through another account.

Where Celora Holdings identifies or reasonably believes that a candidate has created or maintained duplicate accounts, **all accounts associated with that candidate may be suspended and access to the Careers Portal may be restricted.**

This may include accounts created before or after the duplicate account was identified.

Creating another account to circumvent a recruitment restriction, Staff Blacklist or account suspension may result in further restrictions and may affect the candidate's eligibility for future recruitment.

Discord and Roblox Account Linking

Candidates are required to securely link their **Discord Account and Roblox Account** through the OAuth account-linking functionality provided within their Careers Portal account settings.

Account linking must be completed using the official OAuth linking functionality provided by Celora Holdings.

Candidates must not:

- Circumvent the OAuth linking process;
- Provide another person's Discord or Roblox account;
- Link accounts belonging to another person;
- Manipulate account identifiers;
- Bypass account verification;
- Provide false account information; or
- Attempt to interfere with the OAuth authentication process.

Candidates are responsible for ensuring that the Discord and Roblox accounts linked to their Careers Portal account belong to them.

Celora Holdings may restrict or suspend an account where linked-account information appears fraudulent, misleading, compromised or otherwise inconsistent with the candidate's account.

The Careers Portal does not require candidates to provide their Discord or Roblox passwords to Celora Holdings. Authentication is performed through the applicable OAuth authentication process.

Recruitment Process

All recruitment activity for Celora Holdings and its subsidiaries is administered through the **Celora Holdings Careers Portal**: <https://careers.celoraholdings.co.uk>

Vacancies may also be promoted through appropriate internal communication platforms and other recruitment channels.

Each vacancy may contain information including:

- Job title;
- Job description;
- Duties and responsibilities;

- Eligibility requirements;
- Required qualifications;
- Desired experience;
- Required skills; and
- Other relevant requirements.

Applications are reviewed by the Recruitment Team within the Human Resources Department.

Application Eligibility

Candidates must have an active Careers Portal account and satisfy the applicable eligibility requirements before submitting an application.

Candidates **cannot apply for positions within a company where they currently have an active Staff Blacklist or recruitment restriction.**

Candidates must wait until the applicable restriction or Staff Blacklist period has fully expired before becoming eligible to submit an application to that company.

Attempting to circumvent a Staff Blacklist or recruitment restriction through a duplicate account, another person's account or any other method is prohibited.

Application Cooldown Period

Candidates are subject to a **seven-calendar-day cooldown period** following the receipt of a final response to an application.

During this seven-day period, the candidate may not submit another application for a position within the **same company**.

The cooldown period applies from the date the candidate receives the applicable application outcome.

After the seven-calendar-day period has expired, the candidate may submit another application to the same company provided that they remain eligible and are not subject to another recruitment restriction or Staff Blacklist.

The cooldown period does not prevent a candidate from applying to a different Celora Holdings company where they are otherwise eligible to do so.

Application Assessment

Each application is assessed against the requirements of the advertised role.

Recruitment decisions may take into account:

- The quality of the application;
- Previous experience;
- Relevant knowledge;
- Demonstrated skills;
- Professionalism;
- Qualifications;
- Suitability for the role;
- Ability to fulfil the responsibilities of the position; and
- Other relevant recruitment considerations.

The Recruitment Team may request additional information from a candidate where necessary.

An application does not guarantee an interview, employment offer or employment with Celora Holdings or any subsidiary.

Application Accuracy and Honesty

Candidates **must not provide false, misleading or fabricated information** within an application.

This includes, but is not limited to:

- Employment history;
- Previous roles;
- Experience;
- Qualifications;
- Skills;
- Responsibilities;
- Achievements;
- References; and
- Other information relevant to the recruitment process.

Candidates must be honest and accurate when describing their previous or current experience.

Celora Holdings may request references or other verification from a candidate's **current or previous employers** to verify information provided within an application.

Where information is found to have been deliberately falsified or materially misrepresented, Celora Holdings may reject the application, withdraw an offer, suspend the candidate's account or take other appropriate action.

Former Employee Review

Candidates who have previously been employed by Celora Holdings or any of its subsidiaries may be subject to an additional review of their former employee records.

The Recruitment Team may review relevant employment records to determine whether the candidate is eligible to proceed with recruitment.

This may include reviewing:

- Previous employment;
- Previous departure circumstances;
- Staff Blacklists;
- Recruitment restrictions;
- Previous disciplinary matters where relevant;
- Previous employment records; and
- Other relevant information held by Celora Holdings.

Candidates may also be required to demonstrate that they are members of the **required Roblox Group and Discord Server** associated with the relevant company before progressing beyond the review stage.

Where required membership, eligibility or former employee checks cannot be satisfied, the application may not progress to the next stage.

Application Processing Times

Applications can take **up to 14 days** to receive a final result.

In some circumstances, applications may take longer than 14 days.

Processing times may vary depending on:

- The number of applications received;
- The complexity of the role;
- The availability of Recruitment Team members;
- Interview requirements;
- Additional assessments;
- Internal recruitment requirements;
- Verification requirements; or
- Other operational circumstances.

Candidates should not assume that an application has been rejected solely because a final decision has not been received within 14 days.

Application Stages

Applications may progress through the following stages:

Submitted

The application has been successfully submitted through the Careers Portal.

Under Review

The Recruitment Team is reviewing the application against the requirements of the relevant vacancy.

This stage may include reviewing the candidate's application, former employee records, eligibility and required Roblox Group and Discord Server membership.

Interview

The candidate has been selected for an interview where an interview is required as part of the recruitment process.

Not every role will necessarily require an interview.

Shortlisted

The candidate has progressed further within the recruitment process and is being considered for the position.

Accepted

The candidate has successfully passed the recruitment process and has been accepted for the position.

Accepted for a Different Role

The candidate has not been selected for the role originally applied for but has been determined to be suitable for another available position.

Rejected

The application has been unsuccessful.

Application stages may be updated by the Recruitment Team as the recruitment process progresses.

Application Notifications

Candidates will receive notifications regarding updates to their application through:

- The **email address registered to their Careers Portal account**; and
- Their **Candidate Portal / Candidate Dashboard**.

Candidates are responsible for regularly checking their registered email address and Candidate Portal for application updates.

Candidates should ensure that emails from Celora Holdings are not incorrectly filtered into spam, junk or other automated folders.

Withdrawal of Applications

Candidates may withdraw an application through their **Candidate Dashboard**.

Once withdrawn, an application may no longer be considered for the relevant vacancy.

Candidates who wish to be considered for another vacancy may submit a new application where they are eligible to do so and are not subject to a recruitment restriction or cooldown period.

Interviews

Certain positions may require candidates to attend an interview.

Where an interview is required, candidates will primarily receive an invitation through the **email address registered to their Careers Portal account**.

Interview communications may include:

- The interview date;
- Interview time;
- Meeting or interview link;
- Instructions;
- Preparation requirements; and
- Other relevant information.

Candidates are responsible for checking their registered email address and ensuring that they are available to attend their scheduled interview.

Interview Attendance Requirements

Candidates are expected to be ready **5–10 minutes before their scheduled interview time**.

Candidates are expected to attend their interview promptly and must not intentionally arrive late.

If **10 minutes have passed after the scheduled interview start time** and the candidate has not attended, the interview may be cancelled and recorded as an **Interview No-Show**.

Candidates should provide reasonable notice if they are unable to attend a scheduled interview.

Interview Opportunities

Candidates are provided with **three opportunities to attend a scheduled interview**.

Where a candidate fails to attend three scheduled interviews, their application will be moved to the **Rejected** stage and recorded as unsuccessful.

Celora Holdings may consider reasonable circumstances or explanations provided by the candidate when determining whether an interview opportunity should count towards the three-attempt limit.

Recruitment Restrictions

Celora Holdings operates recruitment restrictions to maintain recruitment standards, organisational integrity and consistent recruitment practices.

Candidates must comply with all applicable recruitment restrictions before submitting an application.

Recently Rejected Applications

Candidates who have received a final response to an application are subject to a **seven-calendar-day cooldown period before** they can submit another application within the same company.

The cooldown applies regardless of whether the previous application was accepted, rejected or resulted in acceptance for a different role.

Candidates may submit applications to other Celora Holdings companies where they are otherwise eligible and are not subject to a separate restriction.

Former Employee Recruitment Restrictions

Candidates who have previously been employed by a Celora Holdings company may be subject to a recruitment restriction following the end of their employment.

The standard restrictions are:

Resignation After Probation

Where an employee voluntarily resigns after successfully completing their probationary period, the employee will normally be subject to a **one-month (30-day) recruitment restriction**.

Resignation During Probation

Where an employee voluntarily resigns during their probationary period and before successfully completing probation, the employee will normally be subject to a **two-month (60-day) recruitment restriction**.

Dismissal

Where an employee is dismissed or their employment is terminated by the Human Resources Department, the employee will normally be subject to a **three-month (90-day) recruitment restriction**.

In exceptional circumstances involving serious misconduct, a permanent Staff Blacklist may be applied in accordance with the applicable Staffing & Employment Policy.

The applicable restriction will normally be calculated from the relevant date of departure or termination unless otherwise determined by the Human Resources Department.

Staff Blacklists

The Staff Blacklist exists to maintain recruitment standards, protect organisational integrity and support consistent recruitment practices throughout Celora Holdings and its subsidiaries.

Individuals subject to a Staff Blacklist will be **ineligible to apply for employment within the affected company for the duration of the applicable restriction**.

Candidates must wait until the Staff Blacklist has completely expired before submitting an application to the affected company.

The Human Resources Department may determine the appropriate restriction after considering the circumstances surrounding the individual's departure.

Where a recruitment restriction or Staff Blacklist is applied, the affected individual will receive written confirmation through their registered email address where appropriate.

Attempts to circumvent a Staff Blacklist by creating duplicate accounts, using another person's account or submitting applications through alternative accounts are prohibited.

Equal Opportunities

Celora Holdings is committed to providing an **inclusive and diverse working environment** where all applicants and employees are treated fairly and with respect.

Recruitment, promotion, training and employment decisions will be based upon an individual's:

- Suitability;
- Experience;
- Knowledge;
- Qualifications;
- Skills;
- Performance; and
- Ability to fulfil the requirements of the position.

Celora Holdings does not unlawfully discriminate on the grounds of:

- Age;
- Race;
- Colour;
- Nationality;
- Ethnic origin;
- Religion or belief;
- Sex;
- Gender reassignment;
- Sexual orientation;
- Marital or civil partnership status;
- Pregnancy or maternity;
- Disability; or
- Any other characteristic protected under applicable legislation.

Applicants must satisfy any minimum age requirements established by Celora Holdings or any third-party platform through which employment is administered.

Candidates may review the **Celora Holdings Staffing & Employment Policy** for further information regarding equal opportunities and employment standards.

Probationary Period

All newly appointed employees will complete a **two-week probationary period**, commencing from their first day of employment.

The probationary period allows Celora Holdings to assess an employee's:

- Suitability;
- Professionalism;
- Attendance;
- Activity levels;
- Performance;
- Conduct; and
- Ability to perform the responsibilities of their role.

Probationary Requirements

Candidates accepted for employment will have a minimum of **two weeks to complete the required training and probationary requirements**, commencing from their first day of employment.

During this period, employees are expected to:

- Complete all mandatory staff training;
- Maintain satisfactory attendance;
- Maintain expected activity levels;
- Demonstrate professional behaviour;
- Comply with Company policies;
- Comply with instructions issued by the relevant management and Human Resources personnel; and
- Successfully complete the requirements of their position.

Employees are expected to remain available and engaged throughout their probationary period.

Employees cannot take Leave of Absence or other leave during their probationary period unless exceptional circumstances exist and prior approval has been granted by the Human Resources Department.

Company employee benefits will not become active or be provided until the employee has successfully completed their **two-week probationary period**, subject to the applicable employment arrangements.

Completion of Probation

Employees who successfully complete their two-week probationary period and all mandatory training requirements will be confirmed as **Active Employees**.

Confirmation of successful completion will be issued by the Human Resources Department.

Where an employee does not successfully complete their probationary requirements, Celora Holdings may extend the probationary period or terminate employment where considered appropriate.

Company Benefits

Information regarding available **Company benefits** may be provided on the Celora Holdings website and/or Careers Portal.

Benefits information is **regularly reviewed and updated** and may change from time to time.

Candidates and employees should refer to the current information published by Celora Holdings for the most up-to-date details regarding available benefits.

The availability of a particular benefit may depend upon the employee's role, employing company, employment status or other eligibility requirements.

Successful Candidates and Onboarding

Candidates who are accepted for employment will receive further instructions regarding the onboarding process.

Successful candidates will receive onboarding communications from:

onboarding@celoraholdings.co.uk

These communications are issued by the **Celora Holdings Onboarding Team** and may contain information including:

- Confirmation of acceptance;
- Getting-started instructions;
- Required onboarding actions;
- Account creation information;
- System access;
- Staff systems;
- Training requirements;
- Relevant policies;
- Employee resources; and
- Other information required to commence employment.

Candidates should ensure that emails from onboarding@celoraholdings.co.uk are not incorrectly filtered as spam or junk mail.

Important Onboarding Email Notice

onboarding@celoraholdings.co.uk is not an actively monitored mailbox.

Candidates **must not use this mailbox to submit replies, questions, concerns or support requests.**

All recruitment-related questions, concerns or responses should be directed to:

recruitment@celoraholdings.co.uk

Issues relating to systems, accounts, access, technical problems or other IT-related matters should be directed to: itservices@celoraholdings.co.uk

Candidates should not expect a response where they reply directly to the onboarding mailbox.

Candidate Communications

Celora Holdings may communicate with candidates using the email address and other contact information associated with their Careers Portal account.

Communications may include:

- Application confirmations;
- Application status updates;
- Requests for additional information;
- Interview invitations;
- Interview changes;
- Recruitment decisions;
- Acceptance notifications;
- Onboarding instructions;
- Account notifications;
- Security notifications; and
- Other recruitment-related communications.

Candidates are responsible for maintaining accurate contact information and regularly checking their registered email address and Candidate Portal.

Candidate-Submitted Information

Candidates are responsible for ensuring that all information supplied through the Careers Portal is accurate, complete and truthful.

This includes information contained within:

- Applications;
- CVs;
- Cover letters;
- Candidate profiles;
- Employment histories;
- Qualifications;
- References;
- Supporting documents; and
- Other recruitment submissions.

Deliberately providing false or misleading information may result in an application being rejected, an account being suspended, an offer being withdrawn or other appropriate action being taken.

Candidate Acknowledgement of Policies

By submitting an application through the Careers Portal, the candidate confirms that they have been provided with access to, and **understand, agree to and acknowledge the applicable Celora Holdings Employee Policies and Careers Portal Policies.**

Candidates are expected to comply with all applicable policies throughout the recruitment process and, if employed, throughout their employment.

This includes applicable recruitment, employment, conduct, staffing, onboarding, IT, account and other Company policies.

If a candidate has a question, concern or disagreement regarding a policy, they should contact the **Celora Holdings Recruitment Team** for clarification before proceeding where appropriate.

Submitting an application constitutes acknowledgement of these requirements.

Authorised Access to Candidate Information

Candidate information may be accessed by authorised Celora Holdings personnel where reasonably necessary for legitimate business purposes.

This includes authorised members of the:

Celora Holdings Recruitment Team

for recruitment and Human Resources purposes; and

Celora Holdings IT Services Team

for technical, security, administrative and operational purposes.

Access permissions should be determined according to role and business requirements.

The existence of administrative access does not constitute unrestricted access to candidate information.

Security

Celora Holdings takes reasonable measures to protect the Careers Portal and information processed through it.

However, no online system can be guaranteed to be completely secure.

Candidates are responsible for maintaining the security of their account and must promptly report suspected unauthorised access or security issues.

Celora Holdings may temporarily restrict access where reasonably necessary to protect the Portal, its users, systems or information.

Prohibited Activities

Users must not:

- Attempt to gain unauthorised access to the Careers Portal;
- Access another user's account;
- Create duplicate accounts;
- Circumvent account or recruitment restrictions;
- Circumvent a Staff Blacklist;
- Use another person's Discord or Roblox account;
- Manipulate OAuth authentication;
- Submit fraudulent applications;
- Provide deliberately misleading information;
- Falsify experience, qualifications or employment history;
- Introduce malware or malicious code;
- Attempt to compromise Portal security;
- Scrape or systematically extract Portal information without permission;
- Interfere with the operation of the Portal;
- Reverse engineer the Portal except where permitted by law;
- Impersonate another person;
- Submit unlawful, threatening, abusive or defamatory content; or
- Use the Portal for purposes unrelated to legitimate recruitment without authorisation.

Intellectual Property

Unless otherwise stated, the Careers Portal and its contents are owned by or licensed to Celora Holdings.

This may include:

- Website design;
- Branding;
- Logos;
- Text;
- Graphics;
- Software;
- Database structures;
- Recruitment materials;
- Portal functionality; and
- Other content made available through the Service.

Users may access the Portal for legitimate recruitment purposes.

Unauthorised reproduction, modification, distribution or commercial exploitation of Portal content is prohibited except where permitted by applicable law.

Account Suspension and Termination

Celora Holdings may suspend, restrict or terminate access to an account where reasonably necessary, including where:

- These Terms have been breached;
- Duplicate accounts have been identified;
- Fraudulent activity is suspected;
- False information has been provided;
- Recruitment restrictions are being circumvented;
- A Staff Blacklist is being circumvented;
- An account presents a security risk;
- The account is being misused;
- Unauthorised access is suspected;
- Continued access could compromise the Portal; or
- Legal or regulatory requirements require action.

Where appropriate, Celora Holdings may provide notice before taking action. Immediate action may be taken where necessary to protect the Portal, candidates, employees, systems or information.

Careers Portal Availability

Celora Holdings aims to maintain the availability of the Careers Portal but does not guarantee uninterrupted or error-free operation.

The Portal may become temporarily unavailable due to:

- Maintenance;
- Technical failures;
- Security incidents;
- Network failures;
- Third-party service interruptions;
- Updates;
- Upgrades; or
- Circumstances outside Celora Holdings' reasonable control.

Celora Holdings may modify, suspend or discontinue Portal functionality where reasonably necessary.

Third-Party Services and OAuth

The Careers Portal may integrate with third-party services, including **Discord and Roblox**, through authentication and OAuth functionality.

The availability and operation of third-party services may be subject to the relevant third party's systems, policies and terms.

Celora Holdings cannot guarantee the uninterrupted availability of third-party services.

Users are responsible for complying with the applicable terms of any third-party platform they use in connection with the Careers Portal.

Recruitment Decisions

Celora Holdings does not guarantee:

- That a vacancy will remain available;
- That an application will be successful;
- That an applicant will receive an interview;
- That an applicant will receive an employment offer;
- That an application will be completed within a particular timeframe; or
- That a particular position will ultimately be filled.

Recruitment decisions are made by authorised Celora Holdings personnel in accordance with applicable recruitment policies and requirements.

No Guarantee of Employment

Using the Careers Portal, creating an account or submitting an application does not create an employment relationship between the candidate and Celora Holdings.

An employment relationship will only arise where an appropriate offer of employment has been made and accepted in accordance with the relevant employment arrangements.

Staffing & Employment Policy

The Careers Portal Terms of Service should be read alongside the **Celora Holdings Staffing & Employment Policy**.

The Staffing & Employment Policy contains additional provisions concerning matters including:

- Equal opportunities;
- Recruitment;
- Candidate assessment;
- Interviews;
- Recruitment restrictions;
- Staff Blacklists;
- Probationary periods;
- Employee requirements;
- Company benefits;
- Leave requirements;
- Disciplinary matters; and

- Other employment-related requirements.

Candidates and employees are responsible for reviewing the current version of the Staffing & Employment Policy where applicable.

Where there is a conflict between these Terms and a specific employment agreement or applicable legal requirement, the relevant employment agreement or legal requirement will take precedence to the extent required.

Changes to the Careers Portal

Celora Holdings may modify, update or change the Careers Portal from time to time.

Changes may include:

- New functionality;
- Removal of functionality;
- Changes to application processes;
- Changes to account functionality;
- Security improvements;
- Design changes;
- Recruitment process changes; and
- Technical updates.

Changes to These Terms

Celora Holdings may update these Terms from time to time.

The latest version will be made available through the Careers Portal.

Where material changes are made, Celora Holdings may provide reasonable notice where appropriate.

Continued use of the Careers Portal following the effective date of revised Terms constitutes acceptance of the revised Terms, subject to applicable law.

Limitation of Liability

To the extent permitted by applicable law, Celora Holdings will not be responsible for losses arising from:

- Temporary unavailability of the Careers Portal;
- Technical failures outside its reasonable control;
- Third-party service interruptions;
- Information supplied incorrectly by a candidate;

- Unauthorised account access resulting from a candidate's failure to maintain account security; or
- Other circumstances outside Celora Holdings' reasonable control.

Nothing in these Terms excludes or limits liability where doing so would be unlawful.

Severability

If any provision of these Terms is found to be unlawful, invalid or unenforceable, that provision will be interpreted or modified to the minimum extent necessary to make it lawful and enforceable where possible.

The remaining provisions will continue to apply.

No Waiver

Failure by Celora Holdings to enforce any provision of these Terms does not constitute a waiver of its right to enforce that provision in the future.

Governing Law

These Terms are governed by the laws of **England and Wales**, unless applicable mandatory law provides otherwise.

Any dispute concerning these Terms or the use of the Careers Portal will be subject to the jurisdiction of the courts of England and Wales, subject to applicable statutory rights.

Contact Information

For general enquiries regarding Celora Holdings:

Celora Holdings

Unit 168670

PO Box 7169

Poole

BH15 9EL

United Kingdom

Email: contact@celoraholdings.co.uk

Website: www.celoraholdings.co.uk

Recruitment Enquiries

For matters relating to applications, vacancies, interviews, recruitment restrictions, policies or candidate concerns: recruitment@celoraholdings.co.uk

This mailbox should be used for communication with the **Celora Holdings Recruitment Team**.

IT and Account Enquiries

For matters relating to Careers Portal accounts, system access, Discord/Roblox linking, technical problems or other IT-related matters: itservices@celoraholdings.co.uk

This mailbox should be used for communication with the **Celora Holdings IT Services Team**.

Onboarding

Successful candidates should refer to communications received from:
onboarding@celoraholdings.co.uk

The onboarding mailbox is **not actively monitored** and should not be used for replies, questions, concerns or support requests.

Candidate Acknowledgement

By accessing or using the Celora Holdings Careers Portal, and particularly by submitting an application, you acknowledge that:

- You have read and understood these Terms;
- You agree to comply with these Terms;
- You will maintain only one Careers Portal account;
- You understand that duplicate accounts may result in all associated accounts being suspended;
- You will provide accurate and truthful information;
- You will not falsify your experience, qualifications or employment history;
- You understand that references may be requested to verify information provided;
- You will securely link your Discord and Roblox accounts through the provided OAuth functionality;
- You understand that an active Careers Portal account is required to submit an application;
- You understand that applications may take up to 14 days or longer to receive a final result;
- You understand the applicable application stages;
- You understand the seven-day application cooldown period;
- You understand that active Staff Blacklists prevent applications to the affected company until the restriction has expired;
- You understand the applicable former employee recruitment restrictions;
- You understand that interviews may be required for certain roles;
- You understand the three-interview opportunity limit;
- You understand the interview attendance requirements;

- You understand that accepted candidates will receive onboarding instructions from the Celora Holdings Onboarding Team;
- You understand that onboarding@celoraholdings.co.uk is not an actively monitored mailbox;
- You understand that recruitment concerns should be directed to recruitment@celoraholdings.co.uk ;
- You understand that technical and account concerns should be directed to itservices@celoraholdings.co.uk ;
- You understand that employee benefits will become active only following successful completion of the two-week probationary period, subject to applicable employment arrangements;
- You understand that leave cannot normally be taken during the probationary period without prior approval;
- You understand that the Careers Portal is managed by Celora Holdings;
- You understand that authorised members of the Celora Holdings Recruitment Team and IT Administrative Services Team may access the Portal as necessary to perform their duties; and
- You acknowledge and agree to comply with the applicable Celora Holdings Employee Policies and Careers Portal Policies.