**APPLICANT SERVICE AGREEMENT**

Talent Point Ltd operate a service called Hiring Communication. Rather than operate as a Recruitment Agency, we partner with businesses as their single route to the employment marketplace, designing all vacancies and marketing these on their behalf.

As such we make the following commitment to those job seekers we represent:

1. Talent Point will supply you with a reactive introductory service, only contacting you about specific positions we have helped design with our customers. In doing this we are acting as an Employment Agency as defined under the Employment Agencies Act 1973 and bound by the Recruitment and Employment Confederation Regulations.
2. Talent Point will introduce you to Customers only after prior discussion with you and your applications will only be submitted to specific campaigns for which you are in agreement with us, align both with your skill sets and your desired career path progression.
3. Talent Point endeavour to only contact you in cases where suitable Campaigns fall within the remits of our initial telephone conversation where you informed us of your location/preferred location, required role and salary expectations. We will also contact you with updates and contact you for your updates.
4. Talent Point are authorised by you to store your contact details on our internal CRM in order to facilitate finding roles appropriate to your chosen career path.
5. Talent Point are authorised by you to use your data in order to complete internal tracking records (in order to allow us immediate contact with you in the case of any other appropriate role arising) whilst sourcing for appropriate applicants suitable for a particular role. As well as holding details in regards to your work preferences Talent Point may, from time to time, informally discuss details they hold about you with a customer, however they will never release contact details or any confidential information as defined in note 1 without your prior approval.
6. Talent Point will always verify with you prior to introducing you to a particular customer. A Campaign Brief will be provided, as well as two stages of screening and an in depth discussion of both the Customer and the specific Campaign that we would like to submit you to.
7. Talent Point will ensure you are provided with detailed information including contact names, numbers, direction and direction for interview for any interview process you undertake with us.
8. Talent Point will ask you for your feedback following interview and your view on the role, company and any other thoughts following that interview. Should you require further information from the Customer, Talent Point will facilitate this for you.
9. Talent Point will provide you with any feedback given by the Customer in a timely fashion including whether or not you were successful in your interview.
10. Where an offer is presented to you from a Customer this will be communicated through Talent Point and any negotiations between yourself and the Customer will be managed by your Account Manager including salary, start date etc. However if at any point you wish to speak to the Customer directly, Talent Point are happy to facilitate this.
11. Should you start a position and experience any issues or feel that you no longer wish to continue in that role, you should notify Talent Point of your concerns or intention to end your tenure within that role and they will endeavour to help in any way possible.

\*Note 1. Confidential information shall include, your contact details, specifically email, address and phone number; any specific projects being completed at your current employer; your personal situation and finances as well as the reasons you are moving on from your current role.

**We ask those job seekers we represent to make the following commitments to us:**

1. We ask you provide us with the level of information required to ensure that we comprehend exactly what you are looking for in your next role and that you keep us informed of your job search activities in order for us to provide the best possible service levels to both yourself and our Customers alike.
2. It is your obligation to provide Talent Point with proof of your right to work in the UK. At the point of registration, prior to submission to ANY role please supply proof of identity and eligibility to work in the UK.
3. We ask that you respond to any Campaign Brief we have sent you confirming you wish us to introduce you to the customer described for the role described.
4. Where you do not wish to be passively contacted about future opportunities please reply to any email confirming this.

If you have any queries, or require any further information on the services we provide please contact us on 01189 585507 or 0203 0111 501 or email the contact that you have been speaking to.