

RECRUITMENT POLICY

REVISED: 01 MAY 2019

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1.0 Recruitment Company Terms and Conditions

1.1 Definitions

“**Company**” – Potter Raper Ltd

“**Recruiter**” – The person or company forwarding curriculum vitae

“**CV**” - curriculum vitae

1.2 Terms and Conditions

If you choose to send us unsolicited CV's you are deemed to have read and accepted these Terms and Conditions and agree that it alters and over rides your terms and conditions, terms of business, agreement etc. and any previous contract between the Company and the Recruiter.

If you do not agree with these Terms and Conditions please do not send us CV's.

An unsolicited CV is one we haven't requested, if you do not have an email from a partner or member of staff from this Company requesting CV's which is dated less than three weeks earlier than your covering email, the CV will be considered unsolicited.

For the avoidance of doubt responding to current vacancies and the jobs listed on our website or other social media by forwarding CV's will be considered as unsolicited and will be treated as unsolicited CV's.

The receipt by the Company of an unsolicited CV will not be considered an introduction unless it leads to an interview where on it will become a solicited email.

You agree that no fees, remuneration etc. will be payable to the Recruiter for unsolicited CV's.

If the CV is solicited, we will accept your terms and conditions subject to any agreed changes to fees and charges.

The Recruiter agrees to be bound by these Terms and Conditions as governed by English law and subject to the exclusive jurisdiction of the English Courts.



(Signature)

PHILIP BASS
(Name)

DIRECTOR, POTTER RAPER
(Position and Company Name)

01 MAY 2019
(Date)