



Recruitment agency terms of agreement

Opal Business Solutions Ltd registered office 1 Portal Way, London W3 6RS. Registered in England and Wales No. 05990928.

For your recruitment agency or consultancy to be considered for the submission of candidates to Opal, the following amendments to your Terms and Conditions must be agreed in writing by an authorised signatory of your organisation.

Remuneration is deemed to be the anticipated first year gross salary, including any guaranteed bonus, but excluding any other emoluments.

Opal will pay the following amounts within 45 days from the date of issue of invoice or the start date of the candidate, whichever is the latter. Where Opal has indicated doubt over the suitability of the candidate, Opal reserves the right to stage the payment in two halves, the second half being due on the candidate successfully completing the probation period.

The following fee percentage scale is in effect:

GBP 0 - 15000	7.5%
GBP 15001 - 30000	12.5%
GBP 30001 - 55000	15%
GBP 55001 - 75000	17.5%

The probation period of each accepted candidate will be 3 months and therefore the repayment to Opal for dismissal or departure of the candidate on or before the end of the probation will be:

Before Month 1	100%
Before Month 2	80%
Before Month 3	50%
Before Month 4	35%

Invoices must **not**, at any time, state an individual's salary and should be sent marked **addresse only** to the Head of HR.

Departure of Opal staff as a response of contact, direct or otherwise, with your recruitment agency or consultancy staff, will result in the above fee percentage scale being applied by Opal to the recruitment agency, or consultancy, based on the final gross salary, including any guaranteed bonus, but excluding any other emoluments, of the Opal staff member. Payment must be made within 45 days of the date of issue.

Your agency is required to undergo pre-testing of any submitted candidates and the results for each candidate are required in advance of any interview. Your agency will be required to take up references and educational qualifications from the candidate and provide them to Opal.

Opal will endeavour to respond to any candidate submission within 3 working days. We will provide a response after the first interview within 3 working days as to whether we wish to proceed to a second interview.

Opal will not contact any forwarded prospective employee for 6 months after introduction from the agency.

In the event of receiving the same candidate CV from two or more agencies we will pursue the application through the agency that first put the candidate forward. However, if the candidate has not been informed of their application to Opal via that agency we reserve the right to proceed with the agency of the candidate's choice.



The above amendments apply for a period of 365 days from the date of signature of this document. At the expiry of such a period, the recruitment agency or consultancy is required to re-submit this document to Opal, in order for us to assess whether to continue this relationship under the new terms. If you fail to do so, a formal relationship between Opal and yourselves will no longer exist, and we will no longer accept submissions. Agencies that consistently fail to supply suitable candidates during this six month period may not be successful in renewing this relationship.

Submission of candidates will only be accepted from agencies within this formal relationship with Opal. For an agency nearing the end of their relationship with Opal, once a candidate is submitted, the relationship automatically extends to the end of the probation period for that candidate. The submission of other candidates after the original end of the relationship will require the completion of another agreement with Opal.

- No speculative CVs may be submitted by organisations
- Opal reserves the right to terminate this agreement at any stage at its sole discretion
- On receipt of your signed agreement to these terms, we will contact you to confirm that you have been accepted

Your company details

Name	<input type="text"/>
Company	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>

Authorised signatory

Signature	<input type="text"/>
Name	<input type="text"/>
Position	<input type="text"/>
Date	<input type="text"/>

Use of personal information

Information provided within this application form will remain strictly confidential and will only be used by Opal. For the purpose of sending you further information on relevant products and services.

If you do not wish to receive further information please tick here:

Under the Data Protection Act 1984 you have the right to obtain a copy of your personal records held on computer files. Please contact your Opal Account Manager for further information.

These pages must be signed and faxed to the HR department at Opal on 01494 751858.