

# Prochoice Recruitment – Agreement with work seekers

“Following our recent telephone conversation/meeting/correspondence [delete as appropriate] we write to confirm how we are to provide you recruitment services.

Prochoice Recruitment are to provide you permanent recruitment services that is to say we will act as an agency as defined under The Employment Agencies Act 1973. You have informed us that you wish us to seek employment within the field of/ as a \_\_\_\_\_ insert details of the type of work you are to seek for the work seeker.

You agree to..

1. Authorisation for Prochoice Recruitment to seek work on your behalf.
2. Authorisation for Prochoice Recruitment to send information on your behalf to prospective employers in order to gain work.
3. Informing Prochoice recruitment of all present and future applications to companies that you make yourself.
4. Giving at least 24 hours notice of appointments or interviews which cannot be kept.
5. Giving Prochoice honest and accurate feedback after interviews, and accurate feedback regarding any correspondence between the client and yourself both before and after the interview.

Thank you for selecting Prochoice Recruitment and should you have any queries, or require any further information on the services we provide please contact \_\_\_\_\_ on tel: \_\_\_\_\_.