The Right to Represent (R2R)

This is a 'job by job' confirmation that your candidate agreed to be represented for a particular job by your agency. Once the candidate has agreed to be represented by your agency for a particular job/opportunity they are unable to be represented by another agency for this particular job/opportunity.

Subject: Right to Represent (Urgent - Timely Response Needed)

Candidate Name,

As a result of a conversation with one of our consultants, you've agreed to Your Agency Name forwarding your RESUME to an employer.

Right to Represent

All recruitment businesses must adhere to the Employment Agencies Act, a law which is designed to protect you as a jobseeker and us as a business. As such, this document explains what our duties are to you and the obligations that you are under in terms of giving us information and being fair and open with us.

What the agreement means for you

Firstly, you (the candidate) agree to be represented by Your Agency Name (the recruitment agency) for the roles that you are put forward for.

Secondly, you agree to be represented for the specific role only by Your Agency Name. That means if another agency approaches you about the same opening within the same organization, it's your responsibility to inform them that you are already being represented by a recruitment agency.

Thirdly, you must declare to Your Agency Name if you have:

- been dismissed from a previous job;
- been disqualified from a professional body; or
- a criminal record for an unspent conviction.

Any declaration of this type will of course be treated in the strictest confidence.

What you can expect from us

Working with Your Agency Name, as temporary or permanent candidate, you can expect the highest possible standards set out for employment agencies and businesses. We stringently follow best practices and provide, as a minimum, the following information.

Our commitment to you

As part of the recruitment service we provide, we will:

- Obtain adequate information about you to enable so we can select suitable placements or vacancies. This includes confirmation of your identity, experience, training, qualifications or other authorization necessary and that you are willing to work in a position before putting you forward.
- Not disclose information about you to third parties other than for the purpose of finding you work. This includes for legal proceedings or to any professional body of which you are a member, without your consent.

Specifically, we'll also agree full details with you, including:

- The terms and conditions and the basis on which you are engaged
- The type of work you may be supplied to do
- The minimum rate of pay for such work
- Intervals of payment
- Length of notice, if any
- Details of any paid holiday

We'll also give you all available information about the nature of the hirer's business, make sure that you have any necessary qualifications and that by taking up such work you will not contravene any laws.

Finally, you will be notified in writing of any subsequent variations to the above.

Declaration

You have received this right to represent document because you agree to be represented by Your Agency Name for the purposes of submitting your RESUME for a new job.

Please fill in the appropriate information and email this form back to us within a 24 hour period:

Your Company Name is a well-established staffing/consulting firm servicing clients such as Accenture, AT&T, Hewlett-Packard, Home Depot, NY Life, Oracle, Yamaha, among others. Many of these clients we have had for over ___ years as repeat clients.

Please (**1)** reply back with info filled in below. **(2)** I also need from you two professional references (managers) to have on file and check upon request. I will of course notify you prior to calling the references.

_____

I (**full legal name here**) authorize **Your Company Name** to present and represent me to **(client name here)** for the position of _____ **, at the agreed to contract rate or base salary of $_____.**

I also certify that I have not applied directly or indirectly through any other vendors to this client in the last 6 months. I fully understand that a double submission can **eliminate my candidacy** for this position and with the client.

_____

Here is the position in detail for your reference:

Position: XYZ
Start Date: xx/xx/2013
Duration: x months
Location: city, state
Description: (*insert job description here* – **be sure to remove BILLRATE if this is a contract**)

Please don't hesitate to contact me if you have any questions.

Regards,

(YOUR SIGNATURE HERE)