

Third-Party Job Vacancy/Recruiting Announcement

Complete this form and return to the Career Services Center. Please note the information on this form will be used only by the Career Services staff and will not be released to students or any other parties. The following information is being submitted with the understanding that:

1. No fees will be charged to the candidate at any time throughout the employment process for this or any other position for which the candidate uses your services.
2. Before any Third Party Recruiter may advertise a position for one of their clients they must identify the employer client to Career Services and permit University of Central Missouri to verify this information by contacting the named client if desired. The advertisement must also clearly indicate that the candidate will be working through a third party agency.
3. This position will be filled in accordance with Affirmative Action/Equal Employment Opportunity/ADA Guidelines (Titles VI & IX).
4. Information and application materials about the candidate will be distributed only to the client mentioned in this announcement and only for the position stated in this announcement.
5. Violation of the above could result in the suspension and/or discontinuation of services to you and representatives of your organization.
6. Recruiter's must agree to follow the National Association of Colleges & Employers (NACE) guidelines found at: http://www.naceweb.org/Knowledge/Principles/Principles_for_Professional_Practice.aspx?referal=knowledgecenter&menuID=203

Vacancy Requested: _____

Organization Name: _____

Address: _____

Name of Representative: _____ E-mail: _____

Title: _____ Phone: _____ Fax: _____

Name of Client Organization: _____

Name of Client Contact Person: _____ Phone: _____

Has the client organization signed a contract authorizing your organization to initiate and conduct a candidate search on its behalf for the position stated in this announcement? _____

I have read and agree to the terms required for Third Party Recruiter's:

Signature: _____ Date: _____

Please sign and return via Fax, email or mail to:

University of Central Missouri
Career Services Center
Ward Edwards 1200
Warrensburg, MO 64093
660-543-4985 Fax: 660-543-4668
recruiter@ucmo.edu