

Version 1_04 - Effective from 25 February 2008

Recruiters' Process

Applications will only be accepted from registered agencies, who have agreed to our standard recruiter terms of business contained within this document. An email acceptance is considered sufficient.

This document is subject to periodic revision. The current published version (E&OE) on the day of submission, will be applied to applications. It is the responsibility of the recruiter to check the current version before submitting applications. Following initial approval of a recruiter, candidate applications will be taken as acceptance to the currently published terms of business.

Terms of Business

We pay 10% of the starting basic salary of the candidate. Half to be invoiced following the successful completion of one week, the other half invoiced following the successful completion of a 3 month probationary period. Invoices are paid within 30 days. For clarification, failure to successfully complete either of the above time-frames will cancel any associated payments.

If a candidate is taken on after their probationary period then the recruiting agency agrees not to place, or assist in the placing of, that candidate during their employment with ECSC, and for a period of 12 months following termination of such employment.

Recruiter Approval Procedure

An email to careers@ecsc.co.uk with a subject title of 'Recruiter Approval Request and Terms Acceptance' will indicate acceptance of the above terms. Following receipt of this email, we will reply to confirm your inclusion on our approved recruiter register. You may then forward applications from candidates. Your approved status will continue until you are notified otherwise.

Applications

All applications must follow our standard procedure, and must be for a specific post, quoting the reference number, including:

1. Current Curriculum Vitae including current, or most recent, salary.
2. Letter of application, stating why you feel this is the right role for you, and quoting the reference number at the top of the job specification.

As we will be making first contact with potential employees by telephone, please include a contact telephone number with details of when we may contact candidates – specifying day or evening.

Following an application, we only deal directly with the candidate, including during any salary negotiations. Please note that no additional information will be given prior to initial short-listing, other than in the published role specification.

Circulated CVs will not be reviewed, and any applications not meeting the above requirements will be rejected.

Apply to careers@ecsc.co.uk or by post to:
ECSC Limited,
1 Valley Court,
BRADFORD,
BD1 4SP

Any variations to our current recruiter terms and associated processes must be agreed in writing.