



Search Associates

Agreement Between Candidate And Search Associates

You will note that some provisions in this agreement are worded quite firmly. The strong wording is meant to emphasize how important it is that candidates be certain, before accepting an offer of a job, that they will definitely honour the commitment thus made and will absolutely NOT renege or break contract.

PLEASE PRINT ALL THAT FOLLOWS HERE, COMPLETE BY HAND "PART B", SIGN EACH PAGE, AND SEND BY AIRMAIL TO THE SENIOR ASSOCIATE WITH WHOM YOU REGISTER. (Candidates registered with David Cope's British branch should address it to: David Cope, Berry House, 41 High Street, Over, Cambridge CB24 5NB, UK)

PART A - CANDIDATE AGREEMENT

1. If I receive – as a result of either a Search Associates recruitment fair OR an introduction to a school through Search Associates – a WRITTEN OR VERBAL OFFER OF A CONTRACT, and IF I accept this offer, in writing or verbally, I agree that my commitment is binding.
 2. I understand that Search Associates assures the schools which it serves that its candidates will act with integrity and will honour all their agreements. In view of this, I agree that I will carefully consider all offers, and will not accept one, even verbally, unless I fully intend to honour my commitment. I understand and accept that Search Associates and all international schools feel very strongly that any verbal or written agreement, letter of intent or contract must be honoured. Furthermore I understand that if I renege on a contract or fail to honour a commitment I have made to accept an employment offer made to me through Search Associates, Search Associates will no longer represent my candidacy in any way.
 3. In order to avoid "double jeopardy" I further agree that if I am interviewed at two or more different recruitment fairs, any resulting placement fee will be paid to the organization sponsoring the fair at which the initial interview took place.
 4. I agree that, if I contact any schools using the Search Associates web database*, I will identify myself to the school as a Search Associates candidate. Should I communicate by e-mail, I will send a copy to the senior associate with whom I am registered.
 5. If I find an opening by visiting the vacancy pages on the Search Associates website*, or through the information received in the Search Associates daily update email and subsequently contact the school and am hired by that school, I agree that this constitutes a Search Associates placement.
 6. If a school visits my application form on the Search Associates website*, and subsequently contacts me and hires me, I agree that this constitutes a Search Associates placement.
- * PLEASE NOTE: ALL CANDIDATE & SCHOOL ACTIVITY ON OUR WEBSITE IS AUTOMATICALLY RECORDED ELECTRONICALLY, IN DETAIL, FOR OUR PERMANENT RECORDS.**
7. I agree that I will not share vacancy information from this site with any other person, and I will not give my password or username to any other person.
 8. I agree to notify Search Associates WITHIN SEVEN DAYS OR SOONER of accepting any verbal or written offer, REGARDLESS OF WHETHER THE OFFER COMES THROUGH SEARCH ASSOCIATES OR OTHERWISE, so that Search Associates will be immediately aware of the moment when I am no longer an actively searching candidate, and thus Search will not pointlessly recommend my candidacy to other schools.

9. I agree that, promptly after accepting a verbal or written offer, I will log on to my web application form and will indicate that I am no longer available.
10. Should my spouse, partner or "significant other" (at the time of my placement) also be placed – full time or nearly full time – in the same school within 13 months of my starting date, whether registered with Search Associates or not, I agree that in this case we will inform Search Associates promptly so that Search Associates can invoice the School for its normal placement fee – as outlined on the Search Associates website. The placement fee is paid entirely by the School; there is no candidate portion.
11. I understand that completion of this form does not guarantee my acceptance as a registered Search Associates candidate nor as a participant at a job fair. I understand that acceptance at one Search Associates recruitment fair does not necessarily guarantee acceptance at any subsequent fair. (The reason for this is that the level of “competition” varies somewhat from one fair to another and we wish to avoid inviting candidates to a fair which would be inappropriate for them).
12. I understand that my application form will be active only until I have found a position in an International School, either through Search Associates or any other way, OR for a maximum of 3 years if a position is not obtained sooner than that.
13. I understand that I should frequently update my availability status on my web application; if I do not update my availability status on my web application form for 60 days, or if I do not respond to repeated attempts by Search Associates to reach me by email, or if I do not keep my contact information current, my application may be deleted from the web, and I may need to complete the application form again.
14. If a candidate decides to discontinue searching actively for a position, his or her access to vacancy information will be restricted until such time as the candidate notifies Search Associates that he or she is resuming an active search.
15. Please note also that for **candidates registering with the British branch** of Search Associates (David Cope) the registration fee payable by all other candidates is fully waived, as such registration fees are not permitted by law in the UK. British branch candidates attending a Search Associates recruitment fair in London or Dubai pay no fee whatsoever for their participation in the fair. However, British branch candidates accepted at any Search Associates recruitment fair in other locations are required to pay a fee of US\$ 50 dollars, payable in advance to the organiser of the fair.
16. It is agreed that Search Associates is authorized to release my file to schools, and persons who are considering me for a position.
17. It is agreed that my file and its contents will be the property of Search Associates and will remain confidential.
18. It is agreed that I waive right of access to any and all confidential letters or evaluation forms in my file.
19. By submitting the Search Associates Application For Registration Form and this accompanying agreement, signed and dated by me, I also certify that all statements I made on the aforementioned application form are complete, true and correct to the best of my knowledge. By submitting the aforementioned application and this agreement I authorize investigation of all statements I recorded in my application.
20. I further understand that, if I enter any false information on this application form, Search Associates has every right to expel me from the Search Associates register of candidates. Further, inclusion of any false information may be deemed due cause for the school which hires me to consider my contract null and void and for the school to have the right to require me to reimburse the school for all fees, allowances, transportation costs and/or other costs incurred in my hiring.
21. Finally, by submitting the Search Associates Application For Registration Form and this agreement I certify that I have read carefully all provisions outlined above, I understand all these provisions, and I agree to abide by ALL of these provisions.

PART B - CONFIDENTIAL INFORMATION

Please note that the information contained in numbers 22 and 23 (below) will be considered highly confidential and will not appear ANYWHERE except the hard copy of your original signed agreement form, the only copy of which – other than your own – will be kept in your confidential Search Associates file.

Please enter all information below in handwriting or typing AFTER you print out this agreement.

22. Please write your Social Security Number (US citizens only) _____
 OR Passport Number (Citizens of other countries) _____

23. **BACKGROUND INFORMATION.** We apologize for asking questions such as these, but as a recruitment organization we have a legal and moral obligation to do so. A "Yes" answer to some of these questions will not automatically disqualify you from registering with Search, but will serve to open a dialogue between Search Associates and you as a candidate. Please place your initials in the appropriate box after each question.

- a) Do you have a criminal record in any country? Yes No
- b) Have you ever been dismissed, or resigned, following accusation of inappropriate behaviour with students? Yes No
- c) Are you on any national or international register stating that you are unsuitable for working with children? Yes No
- d) Have you terminated, or had terminated, a teaching or administrative contract prior to the contract expiry date? Yes No
- e) Have you been refused service or registration by any employment agency specializing in international teacher or administrator placement? Yes No

If you have answered "Yes" to any of the above and wish to include an initial BRIEF explanation here, please do so. Thank you:

24. **Please record your username and password in the boxes below.**

Username Password

25. Please list the Search Associates Recruitment Fairs you may wish to attend

26. Please list all other non-Search Recruitment Fairs you may possibly attend _____

27. By my signature below I certify that I have carefully read all provisions, 1-21 above, that I understand these provisions and that I agree to abide by each and every one. I further certify that my answers to questions 22 and 23 are truthful and accurate, and that falsifying any information in these questions or in my application form will be cause for disqualifying me as a Search Associate candidate.

Signature _____

Please Print Full Name _____

Date _____

IT IS NOW ESSENTIAL TO DO THE FOLLOWING:

- A. Print out two copies of this agreement.
- B. Please complete all hand-written entries including signing and dating each page, thereby signifying your acceptance of the entire Agreement.
- C. Post (by airmail if from outside the UK) one copy of this signed full agreement to your sponsoring associate within Search Associates (for British branch candidates, this is: David Cope, Berry House, 41 High Street, Over, Cambridge CB24 5NB, UK).
- D. Keep one copy for your permanent records.