



Instro Precision Ltd
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 Pysons Road Industrial Estate
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 (01843) 604455

*Manufacturers of surveillance and optical
 metrology equipment for the armed services
 since 1960*

www.instro.com

**Instro Precision Limited
 TERMS OF BUSINESS FOR RECRUITMENT FIRMS**

1. All contact between IPL and the recruitment firm shall be through the Personnel Manager only.
2. CVs may be sent by post or by email to personnel@instro.com. They may not be faxed. Emails should include the title of the vacancy and the candidate name in the subject line.
3. Emailed CVs shall be sent in PDF or Rich Text Format.
4. The recruitment firm undertakes to operate in accordance with the guidelines laid down by the Recruitment and Employment Confederation. This includes contacting clients about IPL before sending in their CV to ensure their willingness to work in this location and in the defence industry and within the salary band specified.
5. Recruitment firms shall provide the Personnel Manager at IPL links to vacancy details which appear on websites to or else providing a copy of the advertisement
6. CVs must be the work of the client and not the recruitment firm. If the firm has recreated or edited them other than to add their own headers and footers and to remove candidate's direct contact details, this must be stated at time of submission. All CVs must show the candidate's name.
7. Recruitment firms shall maintain contact with the Personnel Manager and advise if they have no suitable candidates.
8. Recruitment firms shall only submit CVs for specified vacancies that have been registered with them. Speculative CVs shall be ignored unless they have been sent with the prior approval of the Personnel Manager.
9. IPL shall not be liable for any costs excepting a placement fee on engagement of a candidate introduced by the recruitment firm. The level of this fee shall be notified to IPL by the recruitment firm in writing as part of its standard terms and conditions submitted prior to any interview.
10. If a candidate wishes to claim interview expenses, this must be agreed prior to the interview in writing. Such expenses shall be at IPL's standard mileage rate or by public transport on receipt of standard class rail or coach tickets. Ordinarily, expenses will not be paid to first interview for candidates travelling less than 150 miles unless they are registered students or unemployed.
11. Owing to IPL operating within the defence industry, all candidates must have the right to undertake permanent work in the UK at time of application and must be willing to undergo security screening. Any exceptions to that rule will be advised.
12. IPL undertake to handle all applications in accordance with the Data Protection Act and to
 - provide clear written job descriptions and profiles for all positions
 - issue salary and package guidelines to recruitment firms
 - provide travel directions and accommodation recommendations where necessary
 - advise on the selection process including interview stages, tests, other advertising and timescale
 - give feedback on candidates submitted for registered vacancies.
 - advise the recruitment firm upon closure of a vacancy or submissions
13. In event of a candidate being submitted by more than one firm, the firm who submitted details first and with the consent of the candidate shall have the opportunity.
14. IPL reserves the right not to deal with any firm which does not accept or abide by these terms of business or which is not on its preferred supplier list which is only open to members of the REC.
15. Unless otherwise agreed in writing, IPL shall not pay in excess of 15% in agency fees for any vacancy.

Signed for and on behalf of IPL by

Signed for and on behalf of _____

Margaret Bolton, Personnel Manager
 Date :

Name
 Date