



CAREER MANAGEMENT CENTER

1 UNF Drive  
Jacksonville, FL 32224-2675  
(904) 620-2955 / (904) 620-2832 fax

Dear Staffing Agency or Consultant:

If you are receiving this letter, you are considered a Third Party Recruiter. A Third Party Recruiter is defined as a staffing agency that recruits candidates on behalf of another company, organization or individual, and collects a placement fee. This letter outlines the requirements and procedures for Third Party Recruiters to partner with UNF.

**THIRD PARTY RECRUITING AGREEMENT**

*The Third Party Recruiter will follow the same policies and procedures established for company recruiters, including full compliance with established Affirmative Action/Equal Opportunity regulations and guidelines pertaining to employment practices.*

*(Name of Organization): \_\_\_\_\_ hereby affirms it is an equal opportunity employer, offering employment without regard to race, color, age, sex, national origin, or handicap including disabled veterans and veterans of the Vietnam era, in its educational programs, activities, or employment policies.*

*The Family Educational Rights and Privacy Act (FERPA) requires schools to obtain a written release from the student before disclosing information to anyone outside of the educational institution, including a third-party recruiter. The law prohibits those receiving the information from disclosing it to others without obtaining additional written consent from the student. If re-disclosure occurs without written student consent, the Third Party Recruiter will lose its recruiting privileges and be required to return previously obtained information to the school.*

*Student candidates' names and/or resumes obtained for specific job opening(s) may not be added to the Third Party Recruiter's general resume database without the express and written consent of the student.*

*The Third Party Recruiter may submit specific postings and/or job announcements to be added to UNF's online student job bank (Career Wings). This student job bank is accessible to all UNF students and alumni. These announcements must clearly indicate that candidates will be working through a Third Party Recruiter.*

*UNF Students and alumni/ae will not be charged fees of any kind by the Third Party Recruiter.*

*If resumes or other student information are used for any purpose other than recruiting, or if any of the guidelines are not followed, the offending Third Party Recruiter's recruiting privileges may be suspended or terminated.*

By signing this form the Staffing Agency or Consultant has read, understands, and agrees to the recruiting requirements regarding our affiliations with Third Party Recruiters. The agency understands that Career Services has the right to revoke recruiting privileges if the agency or consultant violates any part of the Third Party Recruiting Agreement.

**STAFFING AGENCY/CONSULTANT INFORMATION**

\_\_\_\_\_  
*Staffing Agency*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature* \_\_\_\_\_  
*Date*

To expedite your agency's registration with UNF Career Wings, please complete and sign this agreement and fax it to: (904) 620-2832. Your agency will not be able to recruit until all documentation has been received.

Thank you again for your interest in recruiting UNF students and alumni/ae and please feel free to contact Career Management Center Director, Shannon Italia at (904) 620-2067 should you have any further questions.