



**THIRD PARTY
STATEMENT OF UNDERSTANDING**

Third Party organizations or individuals that recruit candidates for temporary, part time or full-time employment opportunities for other organizations. They also recruit for their own organization’s internal hiring needs.

Policy Guidelines for Third Party and Temporary Employment Agencies:

Agencies wishing to list a position on Knightline with the University of Central Florida’s College of Business must adhere to the following:

- Under no circumstances may fees be charged to students.
- All job listings must clearly indicate that candidates will be working through a third party. Third Party organizations may recruit only for clients they represent. Candidates’ names and/or resumes obtained for a job opening may not be used for subsequent job openings or for solicitation of employer clients, except where specific arrangements have been initiated and agreed to by the candidates involved.
- For job postings, provide the name of the client you are representing in the job description.
- State in the job description that any fees assessed by the agency will be paid by the client organization or employer you represent. UCF will not post any opportunities that require students to pay fees.
- Agree that you or your client may not forward UCF College of Business students’ resumes to any other party without the student/applicant’s written consent. Failure to comply with this is a violation of The Family Education Rights and Privacy Act of 1974.
- All vacancies listed with Knightline will be filled in compliance with all applicable Affirmative Action/Equal Employment Opportunity laws and regulations.
- Third Party organizations must provide verification that the agency has an employer for whom it is working and a job to fill when requested to do so by the College of Business.

If you agree to comply with this Statement of Understanding, print this page, complete the information below and e-mail to CBAEmployerRelations@ucf.edu

_____ Third Party Organization			
_____ Address	_____ City	_____ State	_____ Zip Code
_____ Signature	_____ Date		
_____ Telephone	_____ e-mail		

UCF reserves the right to terminate an employer account for violation of the College of Business policies.