

Employer Instructions & Authorisation

Recruitment Authority | Candidate Sourcing | Interview Arrangements | Fee Agreement

1. Employer Details

Employer / Company Name: _____	Registration No.: _____
Trading Name: _____	Country / Jurisdiction: _____
Business Address: _____	Main Contact Person: _____
Email: _____	Telephone: _____
Authorised Signatory Name: _____	Position / Title: _____

2. Vacancy Instructions

Job Title / Role	No. of Vacancies	Salary / Rate	Contract Duration	Expected Joining Date

3. Special Clauses, Notes or Employer Instructions

4. Authority Granted to ILP

- Market the employer vacancy and search for suitable local or international candidates.
- Source, identify, contact and screen candidates for the instructed roles.
- Request CVs, qualifications, training certificates, references and other candidate information.
- Conduct preliminary screening interviews and prepare candidate summaries for employer review.
- Arrange online, video, panel or face-to-face final interviews with the employer.
- Support pre-joining due diligence and candidate file preparation as instructed by the employer.
- Provide basic pre-joining orientation and training in line with the employer guidance, policies and role requirements.
- Coordinate recruitment administration, communication, interview scheduling, onboarding support and related arrangements until final interview and employer selection.

5. Final Selection and Pricing Agreement

- The employer will make the final recruitment decision unless ILP is expressly authorised in writing to make final recruitment decisions on behalf of the employer.
- The employer agrees that ILP fees and charges are payable according to the agreed pricing schedule, fee page, quotation, proposal or written agreement.
- For successful direct recruitment, the standard placement fee is equal to one month gross salary of the successful candidate, unless otherwise agreed in writing.
- For agency workers, charges will be based on local market rates of the relevant country, sector and role.
- No hidden charges apply. Any additional service, training, payroll, visa, travel or onboarding cost must be agreed in writing before being charged.

6. Return Instructions

Please sign, scan and return this completed form to HR@ilp.services. The signed form may also be returned by email as a PDF copy. ILP will use the information provided to open the employer recruitment instruction and begin candidate sourcing after acceptance of the instruction.

7. Employer Declaration and Signature

Signed by Authorised Person: _____ Position: _____

Date: _____ Company Stamp: _____

Signature: _____