

**Reserved conditions –  
 AlmaLaurea and CCIC Agreement**

## EASY RECRUITMENT APPLICATION FORM

Trading or business name			
Person responsible for the purchase	Surname:		Name:
	Phone:		E-mail:
Position held within the company			
Registered office	Street:		
	City:		City:
VAT identification number and national tax number, if any	VAT identification number:		national tax number, if any:
	Contact person in the administrative office		
Surname:		Name:	
Phone:		E-mail:	

**Please send the order form directly to:**  
**AlmaLaurea - Marco Piana [marco.piana@almalaurea.it](mailto:marco.piana@almalaurea.it) [servizio.aziende@almalaurea.it](mailto:servizio.aziende@almalaurea.it)**  
**CICC -**

Description	Quantity	Number of contacts for each job alert	Price (VAT excluded)
<ul style="list-style-type: none"> <li>• <b>job advertisement</b> with company logo posted for <b>30 days</b> in the Job offer notice board of the AlmaLaurea website;</li> <li>• <b>e-mail job alert</b> sent to a maximum of 1,500 target graduates</li> <li>• english language skills Evaluation through <b>AL English Test</b></li> <li>• soft skill evaluation through <b>AlmaSkill test</b></li> <li>• access to <b>MyAlmaLaurea</b> to manage the applications with the evaluation results of English test and Soft skill.</li> </ul>	<b>1</b>	<b>Max 1.500</b>	<b>FREE*</b>

**\*Promotion Price valid until June 30th 2017**

Invoice payment (within 60 days) by bank transfer to: <b>AlmaLaurea S.r.l.</b> Bank name CARISBO (Filiale Bologna – Via Farini 22) <b>IBAN: IT98 G 06385 02401 100000011315</b> (Purpose of the payment: Servizi AlmaLaurea)	After having filled in and signed this order form, please send it to the Sales Office via fax +39 (0)51 6088989 or via e-mail to: <a href="mailto:servizio.aziende@almalaurea.it">servizio.aziende@almalaurea.it</a>
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Your placement of the order implies **the acceptance of the general terms and conditions of contract** for the publication of job advertisements in the AlmaLaurea/AlmaDiploma website. This publication is aimed at searching personnel.

\_\_\_\_\_  
 (date)

\_\_\_\_\_  
 (complete signature of the person responsible for the purchase)

The AlmaLaurea Consortium guarantees that data are processed in compliance with the existing legislation. Moreover, you are hereby informed within the meaning of Article 13 of the Italian Personal Data Protection Code that personal data are processed both by the AlmaLaurea Consortium, which is the holder of the right to perform personal data, and by the "AlmaLaurea S.r.l." company, which is concerned with the practical issue of personal data performance. Personal data performance is carried out through printed and electronic format. Supplying personal data is optional but in the case of a refusal to fill in the mandatory field marked with \*, it will be impossible to conclude the contract. Supplying data related to non-mandatory fields is not strictly necessary to the conclusion of the contract, but it will enable the Consortium to offer more effective services to contractors. Personal data will not be used or disclosed for purposes other than those related to the performance of the contract and to any legal requirement, in particularly accounting and tax obligations. Within the meaning of Article 7 of the Italian Personal Data Protection Code you have the right at any time to obtain information from the person responsible for data performance. You can contact us at: Consorzio AlmaLaurea, viale Masini 36, 40126 Bologna – Italy-Tel. +39 051 6088919 Fax +39 051 6088988.

If you are not interested in bringing yourself up-to-date on the events related to the activities of AlmaLaurea, please tick the NO box here [ ] NO.

# ALMALAUREA

## A bridge between Universities and the working world

### **OPERATING INSTRUCTIONS FOR THE "TARGET JOB ADVERTISEMENT" SERVICE TO BE ACTIVATED AND THE ADS TO BE POSTED:**

1- The company staff will fill in the job advertisement form online by accessing the MyAlmaLaurea/MyAlmaDiploma area/Post a job offer. Each box has to be correctly and properly filled, in particular:

#### **COMPANY**

- a) Company LOGO
- b) Company description
- c) Company sector

#### **FUNCTION**

- d) Branch of activity
- e) Function to be held - 1 adv must be posted for each different function to be covered
- f) Job description
- g) Kind of contract
- h) Place of employment (city)
- i) Province (city selection)

#### **REQUIREMENTS**

- j) Kind of candidate
- k) Previous experience required
- l) Preferential qualifications
- m) IT and technical skills
- n) Degree
- o) Disciplinary Area
- p) Foreign languages
- q) Availability to relocate

Once the advertisement is filled and after the company staff asks for the publication (by clicking on the Publish button) AlmaLaurea will publish it on the job board. After this moment it's no more possible to modify or ask for modifying it.

- The e-mail job alert will be sent by the AlmaLaurea staff. The target candidates has to be selected by the company staff through the AlmaLaurea/AlmaDiploma databank.
- **The number of selected candidates cannot exceed the max number allowed by the service.**
- **The research must be saved as: company name\_name of the staff officer\_yy/mm**
- **The kind of selected target must be appropriate to the function to be held.**

#### **CONTENT OF THE ADVERTISEMENT**

- It's not possible to discriminate by sex, political or religious orientation, race, nationality...
- It's not possible to propose job offer upon payment of any kind or training course.

### **GENERAL TERMS AND CONDITIONS FOR JOB ADVERTISEMENT ON THE ALMALAUREA WEBSITE, INCLUDING E-MAIL ALERT SERVICE AND ACCESS TO MY ALMALAUREA/MYALMADIPLOMA**

**Art. 1 – Object of the contract.** These general terms and conditions regulate the supply of the following services: job advertisement, aimed at searching personnel, in the notice board of the [www.almalaurea.it](http://www.almalaurea.it) or [www.almadiploma.it](http://www.almadiploma.it) website and access to MyAlmaLaurea/MyAlmaDiploma, which are offered by AlmaLaurea S.r.l.

**Art. 2 – Conclusion and performance of the contract.** The contract will be considered concluded only after the receipt by AlmaLaurea of the order form attached to these "General terms and conditions", that may be sent alternatively via fax or via e-mail.

**Art. 3 – How to require the publication of a job advertisement.** Contractors have to fill in the online publication form that can be found in the "Post a job offer" section of the AlmaLaurea/AlmaDiploma website.

**Art. 4 – Rules for payment.** The due amount must be paid by bank transfer to: AlmaLaurea Srl. Bank: CARISBO (Filiale Bologna – Via Farini 22) IBAN: IT98 G 06385 02401 100000011315 (Purpose of the payment: Servizi AlmaLaurea).

**Art. 5 – Job advertisement check.** AlmaLaurea S.r.l. will not publish job ads whose content may cause a detriment of the image of AlmaLaurea S.r.l. .

**Art. 6 – Publication of job ads in the AlmaLaurea website.** After having checked the content of the job advertisement, AlmaLaurea S.r.l. will post it in the notice board of its website within 5 working days from the receipt of the job description.

**Art. 7 – Sending of e-mail alerts to the selected candidates.** Subsequently the job posting, AlmaLaurea S.r.l will send one e-mail job alert to the target candidates. After having posted the job ad online, the contractor will choose and save the criteria required for the CV selection of the eligible e-mail target candidates in the AlmaLaurea/AlmaDiploma database according to the profile researched. The number of e-mails job alert cannot exceed the amount provided for the service purchased.

**Art. 8 – Term of job ads and publication procedures..** The job ad will stay online for a 15/30/60 days period. At any time the contractor may ask the Sales Office of AlmaLaurea to remove the job ad from the website.

**Art. 9 – MyAlmaLaurea services.** The services of MyAlmaLaurea/MyAlmaDiploma, which can be used by the contractor as long as these services are available, are the following ones:

- 1) Published job offers can be saved and each user has the opportunity to reactivate or modify them at any time, after having paid for this service;
- 2) CVs and cover letters received in answer to job offers can be saved by users in their personal area in the web site.

**Art. 10 – Restrictions on use.**

The contractor undertakes to process the personal data contained in the CVs in compliance with the existing legislation on personal data processing.

In particular, the contractor undertakes to use the personal data contained in the CVs only within the context of the EU.

Moreover, the contractor undertakes on his/her direct personal responsibility that the CVs sent by graduates in answer to job offers will not be used for purposes other than selecting and recruiting personnel and that CVs will not be sent to third parties.

**Art. 11 – Access code.** After having made the payment, the contractor will receive a username and a password to access the “Post a job offer” section of the web site of AlmaLaurea/AlmaDiploma, where a form for the publication of the job offer can be filled online and published job offers can be checked. The access code must not be given to third parties.

The contractor undertakes to use the access code with the outmost carefulness, to ensure that it is not used by unauthorised people.

The contractor undertakes to report immediately the theft or loss of the access code, or of the material in which this code had been registered, by writing to AlmaLaurea.

**Art. 12 – Express termination clause.** If the Articles 10 and 11 of these general terms and conditions are infringed by the contractor, the contract will be immediately terminated.