

Candidate Charter

We believe recruitment should be built on mutual respect, honesty and trust. This Charter sets out what you can expect from us - and what we hope for from you - as we work together.



Our purpose

We are driven by a real interest in people and a strong belief that what we do matters.

We aim to help candidates find roles where they can thrive while connecting great organisations with the talent they need.

What You Can Expect From Us

We'll treat you with warmth and respect from the very first conversation.

Your registration meeting will be a proper two-way discussion.

We'll take time to understand your skills, experience, what you're looking for, and where you want your career to go.

We'll be honest with you about the current market and how realistic your expectations are.

Throughout Your Job Search:

- We will only ever send your CV to a role with your full agreement.
- You'll receive clear, honest briefings about every opportunity.
- We'll prepare you properly for interviews and give you constructive, timely feedback.
- We'll keep you updated regularly - even when there's no immediate news.
- Your information will always be handled with complete confidentiality.
- We'll always be straight with you. If something isn't quite right for you, we'll tell you - because that's what real integrity looks like.

What We Ask From You

The relationship works best as a genuine partnership and we ask that you:

- Be open and honest with us about your experience, motivations, salary expectations, and any other opportunities.
- Provide us with an up-to-date CV and let us know promptly if your situation changes.
- Answer our calls, respond promptly to voicemail, emails and texts.
- Consider all roles we send to you carefully and only apply if they are genuinely suitable.
- Attend interviews you've agreed to, and bear in mind that flexibility to attend interviews is a crucial part of a successful job search.
- Share your honest feedback after interviews.
- Keep in touch with us. A quick update makes all the difference.



Giving Us Feedback

We are always keen to hear from you. If you have any feedback about your experience with us, please let us know. Your views help us continue to improve.



Diversity & Inclusion

We are committed to equal opportunities and creating a fair and inclusive recruitment process for everyone.

We make decisions based only on objective, job-related criteria and actively work to value and harness the differences between people.

We treat **every candidate with fairness and respect**, regardless of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

We believe diverse teams create better outcomes - and we're proud to play our part in building more balanced workforces across Oxfordshire.

Our Promise To You

Guided by the REC Code of Professional Practice, our **Model of Excellence**, and our values of Excellence, Integrity, Passion, and Personality, we promise not to waste your time with unsuitable roles.

If we don't have the right opportunity at the moment, we'll tell you openly and explain why.

We're here to help you find work that genuinely excites you - because when you're in the right role, it shows.

We look forward to working with you.

Contact Us

Candidate enquiries:

You can email us on jobs@allen-associates.co.uk or you can complete the [upload your CV form](#)

Tel:

[01865 335600](tel:01865 335600)

Address:

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