

Candidate terms of registration, August 2017 (v.2)

At Star Anise, we strive to match outstanding talent with new and exciting job opportunities.

We listen to candidates' aims and aspirations, and continually seek to help candidates develop their career. Our role, as recruiters, is to put in the 'ground work' to match you to the best available job opportunities on the market.

Obviously, there needs to be a few ground rules, so in consideration of your registering as a candidate (either via our candidate portal, applying on an external jobs board, or directly with a Star Anise consultant) and having the opportunity to work with one of our expert recruiters, you are deemed to agree to the following terms.

These terms supplement the main terms of [general use of this website](#) (the “**Main Terms**”), and may be subject to change without notice, save that any changes will be posted on this website.

If you do not agree to these terms, simply cancel the candidate registration process, or contact us on our contact form to request de-registration.

A. Free service to candidates

Our service to you is completely free of charge you, the candidate. Our relationship with you is based on mutual trust and respect, working in a collaborative manner to achieve your goals.

B. Applying for job vacancies

1. The job description and any salary indication set out in our job postings (either on the Website or in any other advertising or published media) is a summary of the role. Such information is intended only to be a guide and not a full description of the role. Instead, more information will be unlocked the more your progress through the interview stages.
2. Salary ranges stated in each job post are based on the prevailing market salary ranges for the level of skills and experience expected for the role advertised. As such, they do not form an offer, promise, guarantee or a contractual right to the candidate.
3. Your most recent CV/resumé is always the starting point for discussion. If you are considered suitable for a role, a Star Anise consultant will arrange a meeting with

you to learn more about your work history in more detail. We appreciate you have a very busy schedule, however, meeting 'face to face' is often a contractual requirement of ours to our client, the prospective employer, and it helps us to learn more about your career goals and career history. Prospective employers will often be keen to know more about you when we discuss your CV profile with them. You should therefore treat the meeting with a Star Anise recruitment consultant as part of the formal assessment.

4. We will only submit you for roles after we have assessed your suitability and having consulted with you on the role. We will only proceed to revealing your identity to our client once we have sought your consent.
5. In consideration for the discreet service we provide you, you shall treat the information and any materials given to you relating to our clients as strictly private and confidential by you at all times. You shall not disclose or allow access to such information or materials to any third party, including, without limitation, your peers and other recruiters. A failure to observe this obligation on your part will be considered a serious breach of these terms and our trust in you.
6. We treat our relationship with you as a long term one, and in order to help you in the longer term with other job opportunities, it important that you provide us with updates from time to time. We would be happy to receive an updated CV from you periodically (every 8-10 months) so we can see how your experience is developing and to give you guidance on your career choices. By reviewing your experiences on this basis you won't have to struggle to remember notable achievements if you decide to move jobs after staying with the same firm for a long period.
7. If at any time you become aware or you feel there is a reason of any circumstances arising which would affect the interests of you, Star Anise or the client in accepting a job offer, you must notify us without delay.

C. Verification and other information

1. As a professional, you will be familiar in your career with the KYC (Know Your Client) file opening procedures to verify the identity of a client. Likewise, we need to carry out a similar process for you as part of your registration and job application under [Hong Kong's labour laws](#). These include the provision of your legal name, residential address and national identity card or passport number. These will be used strictly for the registration process and will **not** be divulged to anyone.
2. You agree to provide any documents or information the client requires to satisfy their due diligence process on a timely basis. These can include academic and

professional certificates, transcripts, referee contact details, reference letters as well as copies of your national ID card or passport, and recent pay slips.

D. Candidate portal - sign up and use

1. You are responsible for ensuring that all the information and materials that you supply to Star Anise is true, complete, and up-to-date and not misleading or likely to mislead, and that the information is not discriminatory, offensive, harmful, or otherwise illegal, unlawful or in breach of any applicable legislation, regulations, rules, guidelines or codes of practice or the intellectual property rights of any other person.
2. You shall advise Star Anise of any change in circumstance or any fact or omission from your CV/resume that could materially affect any assessment of your profile and your suitability against assignments that our consultants are working on, or an employer's decision to interview you, or give you an offer. In any event, clear and accurate information will help us to assess your skills and experience properly and efficiently, and to alert you to potentially suitable employers and job opportunities.
3. You agree that you shall keep your login credentials (including your password) confidential and will not disclose such credentials or make them available to anyone. No liability will be accepted by Star Anise for any unauthorised use of your candidate account.
4. You agree that when posting or uploading any file to the website or candidate portal, you will not upload any data, materials, information or files that fraudulently or otherwise misrepresents you to be another person, contains a virus, worm or other programme that would cause harm or damage or is likely to have a damaging effect to the Star Anise website, its servers, or any part thereof, or post any information, data, materials or files which infringe the intellectual property rights of any third party or could be considered offensive, abusive, threatening, harmful, obscene, tortious, discriminatory or otherwise breaches any laws, or is considered some form of unauthorised or unsolicited advertising or promotional material.
5. You agree you shall not collect individual or aggregated data of other users of this website or the services of Star Anise or reverse engineer this website or any part thereof.
6. If there has been, or a reasonable belief that there has been any breach of security or misuse of the website, you may be required to change your login credentials.

E. Our role

1. Star Anise's primary function is to act as a facilitator between a prospective employer (our client) and you, a candidate/prospective employee. As such, we are under no obligation to find employment for the candidate.
2. Our aim is to continually delight both employers and candidates alike with our service delivery and quality. Should you have any reason to make a complaint, you may do so in writing to a director of Star Anise on enquiry@starandise.com.hk. We will endeavour to respond to your complaint within a reasonable time and in any event no later than 10 working days. If a fuller investigation is required (e.g. speaking with third parties), we will inform you of this initially, with an estimated time to complete our investigation and deal with your complaint.

F. Exclusion

1. An offer of employment will only be conveyed to you after written confirmation is received from the client employer. You are responsible for reviewing a for the manner and timing of resignation from your current role.
2. We neither accept any responsibility nor liability for loss or damage suffered by a candidate who is seeking to leave their current employment, has resigned from his or her current position (whether before or after receipt of the client employer's written offer), nor for any loss or damage suffered as a result of a client employer withdrawing or revising the offer of employment for any reason. You agree to hold Star Anise and its employees harmless against any claim you may have in relation to either your exit from your current organisation or joining a new employer.
3. Client hiring requirements and job specifications are continually subject to change, updates and other amendments. Therefore, information given verbally or in writing by a representative of Star Anise, on our website, through external advertisements (including jobs boards) and any other form of written communication concerning any jobs, vacancies or assignments are given as a general guide only and must be treated as such. Candidates will be given an opportunity to obtain up to date information about the job vacancy when they are directly interviewed by the client.

G. Governing laws

These candidate terms of registration shall be governed by the laws of Hong Kong SAR, and by registering on our candidate portal, if there is any dispute as to the interpretation of these terms, you hereby submit to the exclusive jurisdiction of the courts of Hong Kong SAR.