Right to Represent Authorization

One RTR per candidate, per client, per role. Send it before submitting the candidate and keep the signed copy or the candidate's written email reply with the submittal record.

CANDIDATE

Candidate full name

Email

Mobile phone

Current location (city, state)

Work authorization status

☐ US citizen or permanent resident ☐ Authorized to work, sponsorship not required

☐ Will require sponsorship now or in future

ROLE BEING REPRESENTED

Client company (or "confidential client in [industry], [city]" if the client cannot yet be named)

Job title

Client requisition or job ID

Work location and arrangement (on site, hybrid, remote)

Engagement type

☐ Contract (W-2) ☐ Contract (1099 / corp-to-corp) ☐ Contract-to-hire ☐ Direct hire

Agreed pay rate or salary

Expected start date and contract length

PRIOR SUBMISSION CHECK

In the last [6] months, have you applied directly to this client or been submitted to this client by another agency for this or a similar role?

☐ No ☐ Yes (give details below)

Details of any prior application or submission (role, date, agency)

Are you currently employed by, or have you worked for, this client in the last 12 months (including through another agency)?

☐ No ☐ Yes (give details below)

Details

AUTHORIZATION

I, [Candidate Name], authorize [Agency Name] to represent me and submit my resume and candidate profile to [Client Name] for the position of [Job Title], requisition [Job ID], at a [pay rate / salary] of [Rate]. I confirm that I have not authorized any other agency or person to submit me for this position, and I will not apply directly or allow another agency to submit me for this position for [Number, for example 90] days from the date below, or until [Agency Name] tells me in writing that the client has closed my candidacy, whichever is earlier. This authorization covers only the position named above. [Agency Name] will not submit me to any other client or role without my further consent. I confirm that the information in my resume is accurate to the best of my knowledge.

SIGNATURE

Candidate signature (or typed name if replying by email) Date

Date

Recruiter name

Date submitted to client

EMAIL VERSION (PASTE INTO YOUR RTR EMAIL)

Subject: Right to represent: [Job Title] at [Client Name]

Hi [First Name],

Thanks for talking with me today about the [Job Title] role with [Client Name] in [Location]. Before I submit your profile, I need your written OK.

Please reply to this email with "I agree" to confirm the following:

I authorize [Agency Name] to submit my resume to [Client Name] for the [Job Title] position (requisition [Job ID]) at a rate of [Rate]. I have not applied to this role directly or been submitted to it by anyone else in the last [6] months, and I will not apply or be submitted through anyone else for the next [90] days unless [Agency Name] tells me the client has closed my candidacy. This covers this position only.

Once I have your reply, I'll send your profile over and update you within [2] business days.

Thanks,
[Your Name]
[Title], [Agency Name]
[Phone]