CWS ON-CAMPUS RECRUITING PROGRAM CONTRACT

The Center for Work and Service requires all students to abide by the following rules in order to maintain the success and integrity of Wellesley’s recruiting program:

1. All documents uploaded and submitted through MyCWS, including but not limited to applications, resumes, cover letters, transcripts, writing samples, and test scores, must be truthful and untampered with. Note: All companies and organizations will request an official transcript directly from Wellesley College’s Registrar before hiring any candidate. If a company or organization contacts the CWS and reports any occurrence of an untruthful statement or tampering with a document, the student will be referred immediately to General Judiciary. Companies and organizations have the right to rescind offers of employment.

2. Students must cancel or reschedule interviews with recruiters or mock interviews with alumnae at least 24 hours before the scheduled appointment. If you do not show up for your on-campus interview or mock interview without notifying cws_hire@wellesley.edu in advance or contacting the alumna or recruiter directly to reschedule, you could be dismissed from the recruiting program. Note: In case of emergencies, please contact the CWS as soon as possible for a case by case review.

3. Once a student accepts a job offer, either verbally or in writing, it is BINDING. Please contact the recruiting office to report the offer acceptance and drop/cancel all other upcoming recruiting related interviews.

4. The CWS makes no representations or guarantees regarding companies or organizations seeking to hire Wellesley College students or alumnae. The CWS is not responsible for any employment decisions made by companies or organizations.

Additional Expectations:
Students must abide by the CWS W Network Etiquette when contacting alumnae through the W Network.

Failure to abide by this contract will result in removal from the recruiting program and/or referral to General Judiciary.

- I have read and agree to abide by the above rules for the CWS Recruiting Program
- Type in the requested information below to indicate your agreement with the contract
- After filling in the information below, save this document to your computer and name it “RecruitingContract”
- Upload the saved document to the “Application” category in MyCWS [MyCWS → My Documents]

Note: If this document is not found in your MyCWS account will ultimately result in your removal from the on-campus recruiting program)

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