

INNO CONSULTING

SERVICE AND SUPPORT AGREEMENT

Service Package 3 – Job Acquisition for International University Graduates

Service Provider	University Applicant / Client
INNO CONSULTING Proprietor: Alexander C. Barth Breiter Weg 26 06295 Lutherstadt Eisleben Germany Phone: +49 157 74993736 Email: contact@innoconsulting.org	Full name: _____ Date of birth: _____ Nationality: _____ Address: _____ Email: _____ Phone: _____

§ 1 Subject Matter

INNO CONSULTING shall support the University Graduate in preparing and reviewing application documents and approaching suitable employers in Germany (Service Package 3). This package does not include airport pick-up or transfer.

Degree/field: _____ University: _____

Graduation date: _____

Desired role/region: _____

§ 2 Scope of Services

After receipt of all required documents, the Service Package includes in particular:

- ✓ Advice on and preparation of a professional application portfolio.
- ✓ Review of the application portfolio and all attachments intended for employers for completeness and formal consistency.
- ✓ Research and outreach to German companies seeking employees with the University Graduate's qualifications and knowledge.
- ✓ Presentation of the University Graduate to at least ten suitable companies in Germany. A presentation means the documented transmission or submission of the application documents to the relevant company; no response or interview invitation is owed.
- ✓ Transmission of the approved application portfolio to the selected companies.
- ✓ If required, one initial personal visit by INNO CONSULTING to a company for coordination and clarification of open questions, provided this is agreed in advance and organisationally reasonable.
- ✓ Online support during one preliminary discussion between the University Graduate and an interested company.
- ✓ Coordination of the first in-person job interview between the University Graduate and the company.
- ✓ Further support regarding recruitment and commencement of employment for up to two hours in total by video call or telephone, by prior appointment.

§ 3 Fee and Mandatory Advance Payment

The fee for Service Package 3 is EUR 1,500.00 per person. The full amount is due upon signature of this Agreement.

At the latest before any departure of the University Graduate for Germany, and in all cases before INNO CONSULTING begins any service, the full amount must have been credited to INNO CONSULTING's account. Actual receipt of funds is decisive; initiating a transfer or presenting proof of payment alone is not sufficient.

Without full and timely payment, INNO CONSULTING is not obliged to process application documents, contact employers, submit applications or commence/provide any other service. Support is then not deemed confirmed. Mandatory statutory rights remain unaffected.

Payment details: Account holder _____ IBAN _____

BIC _____ Reference _____

§ 4 Additional Costs and Excluded Services

Travel, transportation, accommodation, meals and other expenses for requested personal attendance at interviews or additional company visits are not included in the package fee. They will be charged separately only after prior agreement and according to actual expense. Also excluded are translations, certifications, postage, paid application portals, visa, residence or official fees, and other third-party services.

§ 5 University Graduate's Duties to Cooperate

-)] Provide all required documents completely, accurately and in good time, including CV, certificates, degree records, employment references, qualification records and contact details.
-)] Provide truthful information about education, experience, language skills, residence/work authorisation and availability.
-)] Promptly review and approve the prepared application documents and remain available for questions and interview appointments.
-)] Attend interviews independently and immediately report company responses, changes or the commencement of employment.
-)] Do not use or provide unlawful, forged or misleading documents.

§ 6 Performance and Selection of Companies

INNO CONSULTING shall select companies based on the qualifications, career preferences and regional preferences communicated by the University Graduate and the apparent market situation. Before an application is submitted, the Graduate may raise reasonable objections to individual companies.

If a company rejects an application, does not respond or discontinues a recruitment process, the documented presentation nevertheless counts as a performed service. Replacement outreach is required only where a presentation was not properly made because of an error attributable to INNO CONSULTING.

§ 7 No Guarantee of Outcome

INNO CONSULTING owes the agreed activities, but does not guarantee any particular outcome. In particular, no interview invitation, job, specific salary, work permit, residence title or duration of the recruitment process is guaranteed. Hiring decisions are made exclusively by the relevant companies and competent authorities. INNO CONSULTING is not the employer and does not charge a success-based placement fee; the agreed service activity is owed.

§ 8 Termination, Cancellation and Liability

Termination and cancellation are governed by applicable law. Services already properly performed and non-refundable third-party costs incurred on the University Graduate's behalf may be charged to the extent permitted by law.

INNO CONSULTING has unlimited liability for intent and gross negligence, culpable injury to life, body or health, and under mandatory statutory provisions. For a slightly negligent breach of a material contractual obligation, liability is limited to the foreseeable loss typical for this type of agreement. Liability for other cases of slight negligence is excluded to the extent permitted by law.

§ 9 Data Protection and Application Approval

The University Graduate instructs INNO CONSULTING to transmit approved application documents and necessary personal data to selected prospective employers for application purposes. Other processing occurs only as required to perform this Agreement, communicate or comply with legal obligations. Special categories of personal data will be transmitted only where necessary and legally permissible or where required explicit consent has been given.

Approval: I confirm that INNO CONSULTING may transmit my approved application documents to suitable prospective employers. Yes ☐ No ☐

§ 10 Term and Final Provisions

This Agreement starts upon signature and ends when all agreed services have been completed, unless terminated earlier in accordance with applicable law.

Amendments and additions should be recorded in text form. Individual agreements take precedence. German law applies, excluding the UN Convention on Contracts for the International Sale of Goods, provided this choice does not deprive a consumer of mandatory protection under the law of the consumer's country of habitual residence. Statutory rules apply to jurisdiction and dispute resolution.

Statutory withdrawal rights may apply to a consumer contract concluded at a distance or away from business premises. Any required withdrawal instructions and model withdrawal form must be provided separately to the University Graduate.

If any provision is or becomes invalid, the remaining provisions remain effective; the applicable statutory provision shall take its place.

Signatures

By signing, the parties confirm that they have read, understood and accepted this Agreement, including its payment terms.

Place, date

Place, date

Signature of service provider
Alexander C. Barth, INNO CONSULTING

Signature of applicant
Name: _____