



# PLACEMENT & STAFFING AGENCY

## STADARD TERMS AND CONDITIONS

Placement and staffing agency PTY LTD terms outline the agreement between us as a recruitment agency and both clients and candidate. These terms cover various aspects including job application process confidentiality, agency fees and obligations of the three parties.

- 1. Confidentiality, the recruitment agency is committed to protect the privacy of personal information provided by clients and candidates.**
- 2. The acceptance of these terms and conditions by the clients is when the client interviews the candidates introduced by the recruiting agency and confirmed by candidates placement fee becomes payable once a candidate commerce's is permanent employment with the current or with any third party to whom the client has passed the candidates CV or refer the candidate's interest in the case of contract placement, The agreed upon hourly rate will include the agency fee as well as the contractor's hourly remuneration and will be billed in line with statement of work documents.**
- 3. Placement fee becomes payable once a candidate commences permanent employment with the client or with any third party to whom the client has passed the candidate CV or referred the candidate interest in the case of contract placements. The agreed upon hourly rate will include the agency fee as well as the contractor's hourly remuneration and will be billed in line with statement of work documents**
- 4. As a recruitment agency we provide a guarantee with regards to permanent placements, this guarantee protects the clients in the event of employee not meeting their expectations according to prescribed and agreed the deliverables or due to unacceptable behavior in terms of labor regulations subsequent terminations of the employee within the initial 3 months employment period. Will result in the placement of another candidate by the agency free of charge within 3 weeks**
- 5. To qualify for the permanent placement, guarantee full payment of the placement fee must be received by the agency within 14 days of the candidate's commencing employment provided that an invoice has been delivered to the client. Client must notify the agency in writing of the termination of engagement within one business day of the termination the client is entitled to a replacement of another candidate free charge within 30 working days from the date of notice by the client.**



011 615 1415  
072 488 8343



No 34 10th Avenue Bez Valley  
Jeppestown Johannesburg



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Capitec Bank  
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6. Should a client commence employment negotiations with any candidate recommended by the agency within 12 (twelve) months of the date on which the candidate's documents were delivered to the client, a fee (as described in this document) will become due and payable to the agency. The same provisions apply should a client assist a candidate introduced by the agency in any way to find remunerative work of a permanent or temporary nature within 12 (twelve) months of the date on which the candidate's documents were delivered to the client. In the case of a contractor the client shall not offer employment to the candidate, through the client itself or through any other third-party company during the contact period or for a period of 12 (twelve) months from the end date of the contract.

### FEE STRUCTURE

7. The permanent placement fee charged will be calculated at 12 to 14% of the Total Cost to Company annual remuneration  
In \$ case of a contractor, a percentage mark up on a contractors hourly fee shall be negotiated as demanded by the specific position and shall not exceed 14%.

### ACCEPTANCE

On behalf of the Client, <Company Name>

1. \_\_\_\_\_ in the capacity of \_\_\_\_\_

As an authorized representative of \_\_\_\_\_  
hereby accept the above terms and conditions agreement.

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

On behalf of the Recruitment Agency

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Witness



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