

083 900 8254 (office) or
 072 262 8167
 086 246 0199 (Fax)
 recruitment@kontak.co.za



Client Details												
Date												
Company Name												
Contact person												
Switchboard number												
Direct number												
Fax number												
Mobile number												
Email address												
Website address												
Physical address												
Nature of business												
Vacancy details												
No of positions available												
Required start date												
Permanent/contract												
(if contract/Specify duration)												
Title of position												
Remuneration												
Medical aid split												
Provident fund split												
Commission/incentives												
Working hours												
Working days												
Verifications	ITC	Y	N	Matric	Y	N	Tertiary	Y	N	Criminal Check	Y	N
Reporting to: Name and position of person												
Requirements												
Education/Qualifications:												

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Minimum Requirements:

Additional requirements:

Computer literacy			
Course	Level of proficiency		
	Basic	Intermediate	Advanced
Excel			
MS Word			
Specify:			

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Terms and Conditions

Total Annual Cost to Company Remuneration Package	Fee	Guarantee
Permanent placement	15%	3 months
Contract placement	17%	No guarantee period

Terms and Conditions for Permanent Placements

1. To determine the Total Cost to Company Kontak Recruitment will take into account the basis salary only. Unless specifically agreed, employment shall be deemed to be permanent in nature. Kontak Recruitment will be entitled to request a copy of the candidate's salary slip or remittance slip for purposes of verifying the remuneration details.
2. Commencement of employment of a candidate in any capacity referred by Kontak Recruitment will be deemed to be in acceptance of our Standard Conditions of Service in its entirety, for a period of twelve (12) months.
3. The full fee is payable on receipt on invoice from Kontak Recruitment within fourteen (14) days from date of date of invoice in order to qualify for the guarantee.
4. The client undertakes to treat all information regarding the candidate in confidence and will refrain from contracting the candidates' current employer without the candidates' written approval.
5. An introduction of a candidate can be made electronically, telephonically, verbally or in writing. The introduction, which is valid for twelve (12) month period, is relevant should a candidate commence employment in any capacity or position within the client's company; any person or organization to whom the client introduces the candidate or in the event that the candidate approached the client directly. These terms and conditions will apply irrespective of whether the employment arrangement is for permanent or temporary employment of limited duration of fixed term contract. The full placement fee will immediately be due and payable to Kontak Recruitment.
6. Should the client defer the decision to employ a candidate introduced by Kontak Recruitment and subsequently employs the candidate within twelve (12) months of that introduction, then Kontak Recruitment is entitled to the full fee. Should the candidate be re-introduced to that organization for another position within the original twelve (12) month introduction period, it will be deemed as a new introduction from date of subsequent introduction.
7. No alterations or amendments to these Standard Terms and Conditions of service shall be contemplated unless agreed upon, put down in writing and signed by both parties. This agreement supersedes any prior agreement between parties.

Terms and Conditions for Contract/Interim Placements

1. To determine the Total Cost to Company Kontak Recruitment will take into account the basis salary only. Unless specifically agreed, employment shall be deemed to be Contractual in nature. Kontak Recruitment will be entitled to request a copy of the candidate's salary slip or remittance slip for purposes of verifying the remuneration details.
2. The employee will be on the client's payroll and not that of Kontak Recruitment unless specifically agreed to in writing.
3. Commencement of employment of a candidate in any capacity referred by Kontak Recruitment will be deemed to be in acceptance of our Standard Conditions of Service in its entirety, for a period of twelve (12) months.
4. The full fee is payable on receipt of invoice from Kontak Recruitment within fourteen (14) days from date of invoice. No guarantee period will apply to contractual employment. As the client is only billed for the period that the employee is in their employee.
5. The client is invoiced for the specific period only as agreed upon in writing, should the employee's employment period be extended a further invoice for this time period will be issued. Should the employee be taken on a permanent basis, the permanent terms and conditions as above will apply and an invoice for a permanent placement will be issued.

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6. The client undertakes to treat all information regarding the candidate in confidence and will refrain from contracting the candidates' current employer without the candidates' written approval.
7. An introduction of a candidate can be made electronically, telephonically, verbally or in writing. The introduction, which is valid for twelve (12) month period, is relevant should a candidate commence employment in any capacity or position within the client's company; any person or organization to whom the client introduces the candidate or in the event that the candidate approached the client directly. These terms and conditions will apply irrespective of whether the employment arrangement is for permanent or temporary employment of limited duration of fixed term contract. The full placement fee will immediately be due and payable to Kontak Recruitment.
8. Should the client defer the decision to employ a candidate introduced by Kontak Recruitment and subsequently employs the candidate within twelve (12) months of that introduction, then Kontak Recruitment is entitled to the full fee. Should the candidate be re-introduced to that organization for another position within the original twelve (12) month introduction period, it will be deemed as a new introduction from date of subsequent introduction.
9. No alterations or amendments to these Standard Terms and Conditions of service shall be contemplated unless agreed upon, put down in writing and signed by both parties. This agreement supersedes any prior agreement between parties.

INTEREST AND VAT

VAT is payable on all fees.

Interest will be charged on all overdue accounts at a rate equal to 2% (two percent) above the prime rate charged by the banking institution of Kontak Recruitment at the time of indebtedness. A certificate signed by the manager of Kontak Recruitment's banking institution shall constitute prima facie proof of the prevailing prime rate at the relevant time.

If the account is not resolved by specified dates Kontak Recruitment Reserves the right commence legal proceedings to recover the debt without further notice to the client and the client will be held responsible for any associated legal fees for the collection costs.

GUARANTEE

The guarantee is validated by the full fee being paid within fourteen (14) working days of the candidate commencing employment. Guarantees are not valid where the candidate is no longer employed due to termination relating to operational requirements, an unfair labour practice or breach of agreement with Kontak Recruitment referred employee, which causes said employee to terminate employment. The guarantee is only applicable where the candidate is found to be technically incompetent/unsuitable for the position in which he/she is placed.

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TERMS OF GUARANTEE

Replacement: If the guarantee is validated, and if the employed candidates' employment is terminated due to technical incompetence or unsuitability for the position within the guarantee period, the client is entitled to receive a replacement candidate to fill the same vacancy. Taking difference in salary into account, the difference will either be credited or charged.

Credit note: Should the client not secure a suitable replacement candidate within one month or not require a replacement candidate, providing the guarantee has been validated, the client is entitled to a credit of the replacement fee of 50%.

Please note that the credit note is valid for a six (6) months period from date of issue and no refunds will be given.

If the client does not validate the guarantee period, the client will not be entitled to receive a replacement candidate or a rebate. The client will be liable for the total amount on the original invoice.

Requests for replacements/ credit notes must be made to Kontak Recruitment in writing within forty-eight (48) hours of the last day of employment of the employee, and specify the date of termination of the candidate's employment.

WAIVER

Kontak Recruitment endeavours to take all reasonable measures to ensure that the candidates referred meet client requirements. The final decision to employ a candidate rests with the client and Kontak Recruitment will therefore not be held responsible or liable for any damages caused directly/indirectly by a candidate introduced by Kontak Recruitment does not accept any liability for any information and/or representation made expressly, or implied by a candidate introduced to a client, which proves to be untrue, unfounded or inaccurate.

FOR CLIENT:

FOR KONTAK RECRUITMENT:

COMPANY NAME:	NAME:
REPRESENTATIVE:	DESIGNATION:
DATE:	DATE:
SIGNATURE: (Duly authorized)	SIGNATURE: (Duly authorized)

This agreement will remain valid irrespective of termination of employment or alternation of designation/capacity of the duly authorized representative.

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CLIENT DETAILS:

Full Company Name: _____

Trading As: _____

Company Registration No: _____

VAT Registration No: _____

Physical Address:

Postal Address:

Tel: _____

Fax: _____

Director: _____

ID Number: _____

Person responsible for payment: _____