



# — FINLEYS —

RECRUITMENT

## 1. OVERVIEW / SERVICES

**Finleys Recruitment** focuses on recruiting and placing candidates in the financial and related sectors. Suitable candidates will be introduced to the client for a position, either from our database of jobseekers, or specifically sourced for the vacancy. **Finleys Recruitment** considers both the candidate and the client's situation and no effort is spared to recruit a perfect candidate for each business's unique needs.

## 2. PLACEMENT FEES

### 2.1 Permanent employment

Our once off fee is calculated in accordance to the below table:

ANNUAL COST TO COMPANY	FINLEYS RECRUITMENT FEE
< R132 000	15%
R132 001 – R480 000	R19 800 + 12% of the value above R132 000
R480 001 <	R61 560 + 9% of the value above R480 000

### 2.2 Temporary employment

If the Candidate is employed on a temporary/contract basis, the Placement Fee will be divided in monthly instalments and will be payable on/before the first Business Day of every month for the full term of the employment contract of a Candidate.

If a temporary/contract basis candidate is offered a permanent position, the fees in 2.1 will apply, reduced with the amount paid to **Finleys Recruitment** under the temporary/contract.

## 3. TERMS OF PAYMENT

The placement fee becomes due by the Client when the candidate commences employment.

## 4. GUARANTEE

We offer a 1 (one) month Guarantee subject to the terms (clause 5) of the Guarantee being met. If the candidate is terminated within the Guarantee period, **Finleys Recruitment** will replace the candidate at a standard rate of R2 500.00

## 5. TERMS OF GUARANTEE

The terms of the Guarantee entails the Client to pay the full fee within 10 business days of the candidate commencing employment.

## 6. ADDITIONAL SERVICES

All additional services performed by **Finleys Recruitment** will be at an additional charge to the Client

- Psychometric Testing
- Credit Check
- Qualification Checks



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## TERMS AND CONDITIONS

1. All Curriculum Vitae's distributed to Client's will remain the property of **Finleys Recruitment** for a period of 12 months. CV's may, under no circumstances, be distributed to 3<sup>rd</sup> parties. If, in any instance, this might happen, the Client will be liable for the fee as stipulated in clause 2
2. Our once off fee is calculated per the below table:

ANNUAL COST TO COMPANY	FINLEYS RECRUITMENT FEE
< R132 000.00	15%
R132 001 – R480 000	R19 800 + 12% of the value above R132 000
R480 001 >	R61 560 + 9% of the value above R480 000

If the Candidate is employed on a temporary/contract basis, the Placement Fee will be divided in monthly instalments and will be payable on/before the first Business Day of every month for the full term of the employment contract of a Candidate.

If a temporary/contract basis candidate is offered a permanent position, the fees in 2.1 will apply, reduced with the amount paid to **Finleys Recruitment** under the temporary/contract.

3. The Client is prohibited from contacting any Candidate, or any references of the Candidate, directly or indirectly, without written consent from **Finleys Recruitment**. All communication is strictly through **Finleys Recruitment**.
4. In the event that **Finleys Recruitment** instructs its Attorney to institute legal proceedings against the Client, the Client hereby undertakes and agrees to pay Finleys Recruitment Attorney legal fees on the scale as between Attorney and client, Collection commission, tracing gees and the like should any judgement be granted in favour of **Finleys Recruitment**.
5. We offer a 1 (one) month Guarantee subject to the terms (clause 5) of the Guarantee being met. If the candidate is terminated within the Guarantee period, **Finleys Recruitment** will replace the candidate at a standard rate of R2 500.00. The onus is on the Client to inform **Finleys Recruitment** within 48 hours of the termination. In the instance of a Client not communicating the termination to **Finleys Recruitment**, our fee in Clause 2 of the Terms and Conditions will apply if the client wishes to appoint a new candidate.
6. The Client hereby consents and submits to the jurisdiction of the Magistrate's Court Having jurisdiction over its person in respect of all proceedings connected with **Finleys Recruitment's** Standard Terms of Business, notwithstanding that the amount claimed or the value of the matter in dispute exceeds such jurisdiction.
7. **Finleys Recruitment** will not accept liability for any loss or damaged caused by the employment of a candidate introduced by **Finleys Recruitment**.