



Pick Me Recruitment (Pty) Ltd
Candidate Registration and Service Agreement

Full Name and Surname					
Date of Birth					
Contact Details	Cellular:		Alternative Number:		
	E-mail Address:				
Residential Area	Suburb:		Town:		
Nationality	<input type="checkbox"/> RSA	<input type="checkbox"/> Other			
ID / Passport Number					
Work Permit • Please attach your Copy	Permit Number:				
	Expiry Date:				
Secondary Information	School:		Highest Grade:		Date of completion:
	Institution:		Type of Qualification (Diploma / Certificate)		Stipulate Start & Completion Date:
Stipulate Highest Tertiary Education received Institution and Date					
Own Reliable Vehicle?	Yes	No	Valid Driver's Licence?		Yes
					No
Current Occupation					
Stipulate current or Last Salary				Please attach your last payslip	
Salary Expectation					
Notice Period					
Which computer programs are you able to work on?					
List the Languages you are able to speak and write?					
Are your Vaccinations up to date?	Yes	No	Please attach Vaccination certificate		
If no, please provide reason					
Do you have any criminal convictions/garnishee orders/debt review etc. against you?					

With the Protection of Personal Information Act (POPIA) set to go live on 1 July 2021 please be advised that as a business we are required to comply with the Act requirements. We therefore require your agreement to utilise your information for the intended purpose of conducting recruitment. Your information will be strictly safeguarded. By signing this document you agree.



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- I am serious about finding other employment and I agree to **Pick Me Recruitment** contacting my relevant references.
- I hereby authorise **Pick Me Recruitment** to conduct the following checks and testing should it be required by the Client (e.g. Psychometric Testing, Credit Checks, Qualification Checks, and Criminal Checks etc.)
- I understand the service I receive from **Pick Me Recruitment** is at no cost to me provided that I attend any scheduled interviews and accept and arrive for the position I am offered. **Pick Me Recruitment** will invoice the client for their placement services should the candidate be formally employed by them. I understand the seriousness of the placement and will respect and honour the contract.
- I agree to attend any scheduled interviews **Pick Me Recruitment** schedules for me.
- If I am not able to attend the scheduled interview, I will inform **Pick Me Recruitment** immediately and reschedule the interview for a later date suitable for the Company. In the event that I do not wish to apply for the specific position I will inform **Pick Me Recruitment** within 48 hours prior to attending.
- I understand that when I sign a Company Offer Letter with the Client, it is a legal and binding document and that I am then liable to work as stipulated by the Client and the respective letter of employment.
- I understand that if I fail to arrive for duty on the given day or work less than two (2) weeks I will compensate **Pick Me Recruitment** for their time and recruitment cost. I agree to pay **Pick Me Recruitment 15%** of the annual cost to company in damages, (excl VAT). These costs will be due for immediate payment after I have failed to arrive for commencement of my new role and/or the day I leave the new placement within one (1) month of commencement.
- I agree to inform **Pick Me Recruitment** immediately if the Client should approach me directly after my curriculum vitae (CV) has been introduced to the Client. Any communication will be strictly between **Pick Me Recruitment** and the Client.
- I understand this is a legally binding document.

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Name and Surname: _____

Signed at: _____ **on** _____ **(day)** _____ **(month)** _____ **(year)**

Pick Me Recruitment (PTY) LTD, Western Cape, 7646 • Company Registration Number: 2018/619729/07

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www.pmrecruitment.co.za