



**Pick Me Recruitment (Pty) Ltd.
Client Registration and Placement Terms**

Name of Client	
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Trading Name	
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Date Established	
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Registered Name	
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Company Registration Number	
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VAT Number	
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Contact Details	Cellular:
	Alternative Number:
	E-mail Address:

Postal Address	Physical Address:
	Postal Code:

HR/Recruitment Manager	Accounts Contact
Name:	Name:
Contact Details:	Contact Details:

Directors/Members/Partners		
Name and Surname	ID Number	Postal Address

I / We agree that:

1. The information contained in this document is true and correct.
2. I/We am/are duly authorized to apply for credit facilities on behalf of the applicant.
3. I/We understand and acknowledge having read the terms and conditions provided by Pick Me Recruitment (Pty) Ltd and acknowledge that it shall apply to all transactions between the applicant and Pick Me Recruitment (Pty) Ltd.

Name and Surname: _____ **Designation:** _____

Signature: _____ **Date:** _____



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GUARANTEE PERIOD, FEE STRUCTURE AND REBATES (CREDIT)

1. PERMANENT / FULL TIME PLACEMENTS - A full time contract is indefinite with no end date stipulated

Our fee is calculated at 10% of the Candidate's Gross Annual Salary.

Note: Annual TCTC packages exclude any company benefits such as but not limited to, 13th cheque, guaranteed bonus, car or cell phone allowances or accommodation.

Placement Fee Structure:

Fee Structure	Permanent Placement Fee	Payment Structure	Permanent Placements
% Placement Fee based on the Candidate's Gross salary, for the full duration of employment calculated	10%	10% of the Gross Salary within 7 days from date of invoice The fee is based on Candidates Gross Annual Salary	Pick Me Recruitment aims to replace a candidate at no additional cost should he/she leave within the first 15 days of employment. Refer to the below credit structure below should a candidate leave his/her employ after 15 days , during the 90 days guarantee period.
GUARANTEES AND REBATES (CREDIT)			
The Guarantee is only validated if 100% payment is received within 7 (seven) days of the candidate's commencement date (or in the case where a special payment arrangement has been agreed upon in writing)			
15 Days	16 - 30 Days	60 Days	90 Days
100%	50% Credit	25% Credit	25% Credit

2. GUARANTEE ON FULL TIME / PERMANENT PLACEMENTS

We offer a guarantee on all appointed candidates where the placement fee has been settled within 7 days of the candidate's commencement date (or if there is a special payment arrangement in place, in writing)

Pick Me Recruitment aims to find a suitable candidate at no additional cost should the applicant leave your employ within the guaranteed period.



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You will be CREDITED a % of the placement fee dependent on the candidate's employment time frame as per the structure and mentions above. No refunds will be made.

3. TEMPORARY / FIXED TERM PLACEMENTS · A contract with a Specified Employment Period

Fee Structure	Temporary / Fixed Term Placement Fee	Payment Structure	Temporary Placements: End of contract during employment term
% Placement Fee based on the Candidate's Gross salary, for the full duration of employment calculated	15%	15% of the Gross Salary within 7 days from date of invoice. The fee is calculated for the full duration of the temporary contract.	Pick Me Recruitment aims to replace a candidate should he/she leave within the first 15 days of employment. No further guarantees or rebates / credit will be in place
GUARANTEES AND REBATES (CREDIT) ON FIXED TERM / TEMPORARY CONTRACTS ONLY APPLIES TO 4 MONTHS CONTRACTS OR LONGER			

Should one of our applicants be offered a permanent position within a 6 (six) months period, the standard placement fee, less the temporary placement fees already paid, will be payable to **Pick Me Recruitment**.

4. HOURLY PAID STAFF – information on request

CLIENT TERMS AND CONDITIONS

1. The terms of the Guarantee entails the Client to pay the full fee within (7) seven business days of the candidate commencing employment.
2. A special payment option of a special monthly payment schedule and agreement might be available on request. Terms and conditions apply.
3. As soon as the candidate commences with employment, in any capacity, our Fees will arise and become due for payment by the Client or party to whom the candidate was introduced to.
4. The full payment must be received within (7) seven days from the candidate's commencement date (unless a special arrangement has been agreed upon and in writing).



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5. The Client is prohibited from contacting the Candidate, or any references, without written consent from **Pick Me Recruitment**. All communication is channeled through **Pick Me Recruitment** only
6. The Guarantee may not be relied upon where the Candidate's employment is terminated, within the period of the guarantee, for reasons beyond the Candidate's control such as, but not limited to, redundancy or retrenchment, unfair dismissal, unacceptable working conditions, substantial change for the original job description, management changeover, business closure and restructuring and conduct of the client which leads to the candidate to resign.
7. **Pick Me Recruitment**, will not be held liable for the Client's non-compliance with the provisions of any of South African Employment related legislation.
8. The Agreement is valid for a (12) twelve-month period, from date of Client signature.
9. Any variations relating to the Terms and Conditions needs to be in writing on agreement between the Client and **Pick Me Recruitment**
10. The Candidate's personal information may not be utilized by the Client in terms of POPIA, the provision of the Protection of Personal Information Act 2013. CV's distributed to the Client remains the property of **Pick Me Recruitment** for 12 months. CV's may not be distributed to 3rd parties. The Client will be liable for the fee as stipulated in the Terms
11. Although the applicant has been carefully selected, **Pick Me Recruitment** will not be liable for any loss or damage that the Client may incur by any potential candidate placed with the Client
12. The full placement fee remains the same should the appointment of the applicant be based on a trial period. The trial period will form part of the guarantee period
13. Any replacement or credit must be made in writing to **Pick Me Recruitment** within (7) seven days of termination of employment date (For permanent placement staff only)
14. Any Candidate trial shifts must be confirmed with **Pick Me Recruitment**. ONE trial shift is custom. Any additional trial shifts must be agreed upon in writing and paid to the candidate according to industry rates.
15. It remains the Client's responsibility to assist where needed, guide and provide feedback sessions to the candidate during the **probation period** as per the Basics Conditions of Employment Act.
16. Any engagement of an applicant introduced by **Pick Me Recruitment** will signify your acceptance of these conditions.
17. 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.

Name and Surname: _____

Date: _____

Designation: _____ Signature: _____