

Terms and Conditions



Leo Recruitment

I, _____ on behalf of _____ authorise
(YOUR NAME) (YOUR COMPANY NAME)

1. The fee structure for recruitment is 14% of the annual taxable remuneration; including employee benefits i.e. Total Cost Of Employment [TCOE].
2. This recruitment fee rate is subject to a 1% increase per annum effective on the anniversary of signing this agreement.
3. Fee payment is due on the day of candidate commencing.
4. A 90 day guarantee period exists, should the candidate abscond or their employment be terminated within this period, subject to the termination being lawful.
5. The guarantee, which consists of a full candidate replacement, is only valid if the fee has been received as above and if the dismissal was lawful and the necessary termination paperwork is provided to Leo Recruitment 7 days of termination.
6. The guarantee is NOT VALID in the following instances: • Retrenchment * Death * Sale of business *Redundancy * Forced Resignation * Unfair Dismissal * Changes to original contract •
7. Although Leo Recruitment makes every effort in verifying candidate references and background information, the client indemnifies Leo Recruitment against any claims arising from false references, information deliberately falsified and I or information withheld by the candidate and I or any other information that may come to light subsequent to employment.
8. Leo Recruitment does not as a matter of course conduct credit, criminal, ID, or qualification checks. These may be conducted to the clients cost.
9. Leo Recruitment will perform all reference checks; the client agrees to NOT contact the candidate's current employer.
10. If another recruitment company submits the same candidate, and has their consent to represent them, whichever company first sent the CV shall be deemed as representing the candidate and entitled to recruitment fees.
11. Should Leo Recruitment place the candidate within 12 months of the submission date, the full recruitment fee will be due and payable immediately.
12. If a candidate is submitted the client they are considered to be a Leo Recruitment candidate at all of the client properties and all of the client vacancies.
13. The client is responsible for all expenses associated with the candidate joining their company i.e. international relocation, work permits etc

We look forward to a prosperous & successful working relationship.

LEO RECRUITMENT

SIGNED CLIENT

DATE

CLIENT COMPANY STAMP