



## **Terms and Conditions of Business for the General Recruitment of Permanent Staff**

JJC Recruitment operates as an Employment Business (when supplying employees to you for a fixed period for a daily fee) and an Employment Agency (when introducing candidates to become your employees for a recruitment fee) as defined under the Employment Agencies Act 1973.

JJC Recruitment has a number of obligations under the Employment Agencies Act and also, where applicable, under the Recruitment and Employment Confederation Audited Education. In addition we have our own internal standards that go further than those required by law.

JJC Recruitment is paid on results. We only invoice you when we have successfully filled your vacancy and one of our candidates has taken up a post with you. Our fees are:

### **Fees: Permanent Placements – Recruitment Fee**

Where a JJC Recruitment candidate is introduced and offered a permanent contract, a single recruitment fee equal to 20% of their total starting salary (including any allowances and additional points) is payable.

### **Rebates on Permanent Recruitment**

Should a candidate you appoint under our Permanent Placement Scheme resign within four weeks, the following will apply:

- Resignation within 2 weeks - 75% refund
- Resignation within 4 weeks - 50% refund

Please note that no refund will be given if your account was not settled in full within 14 days.

### **Fees: Engagement Through Third Parties**

As you will appreciate, JJC Recruitment invests large sums of time and money recruiting candidates within a variety of sectors. We therefore charge our clients a transfer fee in cases where we have introduced you to one of our candidates and you choose to engage them, either directly, or indirectly through another agency or third party. Where this happens the client will be liable to pay JJC Recruitment a Recruitment Fee as stipulated above. Such fees will apply where a JJC Recruitment candidate has been introduced by us to the client for a permanent position within the previous six months.

## General

1. JJC Recruitment will introduce you to candidates with the appropriate skills to meet the requirements of your vacancy.
2. All JJC Recruitment candidates are subject to strict professional assessment and vetting, details and copies of which are made available to you. In particular, JJC Recruitment will undertake all or some of the following, as required:
  - Identification check - against a passport, national ID card or photo driving licence, and where necessary sight of marriage and divorce certificates
  - Date of birth check - against a passport, national ID card or photo driving licence
  - Proof of address - recent utility bill
  - Qualifications verification - sight of originals or verification with the issuing institution
  - Two independent professional references - one from a candidate's most recent employment. Any open references and testimonials are verified with the referee
  - Right to Work - passports are checked for the right to work in the UK
  - CV check - CVs must be complete and any gaps must be accounted for.
3. JJC Recruitment's pre-employment and vetting checks meet all statutory requirements.
4. If the offer of employment is accepted, the client will be liable for a Recruitment Fee as stipulated above. JJC Recruitment will not invoice you until the candidate has actually started working for you.
5. By asking us to introduce you to a candidate for a permanent position, you are deemed to have accepted our Terms and Conditions of Business and will be subject to our current fees and charges. We shall assume that any employee/agent of yours making such requests is authorised to do so on your behalf.
6. Invoices must be paid within 14 days.
7. All personnel details of JJC Recruitment candidates must be treated in confidence and not passed to a third party. Obligations under the Data Protection Act must be upheld at all times.
8. No variation in our Terms and Conditions of Business is valid unless confirmed in writing. These Terms and Conditions of Business supersede all previous Terms and Conditions of Business.