



Website: www.homelinkworkagency.co.za
 Tel: 0126451032 / Cell: 0712628791
 Email: info@homelinkworkagency.co.za

HOMELINK PLACEMENT TERMS AND CONDITIONS

Homelink placement is divided into two categories; short term placement and long term placement.

Select the type of placement that you are interested in **SHORT TERM PLACEMENT**

<input type="checkbox"/>
<input type="checkbox"/>

LONG TERM PLACEMENT

1. Short term placement

- 1.1 Placement of a candidate for a period of not more than a month e.g. a day, week or a month.
- 1.2 A once-off admin fee of at least R400 is payable before the nanny or domestic worker could interview the selected candidates.
- 1.3 Temporary nannies or domestic workers will be charged hourly or their daily charge (depending on hours required).
- 1.4 Client needs to contact the office for a daily rate as they differ in accordance to the needs of the client.
- 1.5 Daily rate (salary) need to be paid directly to the office before the candidate could start to work.
- 1.6 Invoice will be issued by the office which needs to be settled by the client before the candidate could start to work.
- 1.7 Salaries for short term placement are handled by the office.
- 1.8 The procedure for selection and placement of a candidate is the same as the long-term placement.
- 1.9 Probation period will be given to the client.
- 1.10 Placement guarantee is given to our placement.

NB: For more information about short term/emergency placement contact our office.

2. Long term placement

- 2.1 Placement of a candidate for a period of more than a month.
- 3. A once-off non-refundable placement and admin fee of R2500 is required for a long term placement (full time). This fee is according to the current Homeworkagency placement fees structure.
- 3.1 A non-refundable admin fee R300 needs to be paid before we book the candidate for an interview.
- 3.2 The balance placement fee of R2200 will have to be paid after the interview and/or before the candidate report for duty.

4. Confirmation of interview day by client

- 4.1 The registration/admin fee should be followed by the client completing and submitting our online form or downloadable pdf form, this serve as the confirmation of the client interview date.
- 4.2 Our online form is available on our website: www.homelinkworkagency.co.za.

5. Selection for candidate for interview

- 5.1 The client must clearly describe (via email or telephonically) to us the kind of the candidate that they want to be selected for interview e.g. age, nationality, religion & qualification.
- 5.2 The office will review client requirements and find suitable candidates and inform (telephonically or via email) her or him about the list of candidates that matches the client's requirements (sometimes we do attach the candidate photo if available).
- 5.3 The office will then organize an interview, which can take place at the client home, a public meeting place or client offices. The client is entitled to interview a minimum of four candidates.
- 5.4 Once the client has identified the right candidate, we will process all the relevant paperwork.

6. Fees and Guarantee

- 6.1 The registration fee of R300 covers the client for the duration of the 12 months (placement warranty).
- 6.2 The client is entitled to one month probation in our placement.
- 6.3 We give our clients 12-month guarantee in our entire staff placement.
- 6.4 The client can be able to request a replacement of our candidate if he or she is not satisfied with her performance within a period of 12 months from the date of the placement without any payment.
- 6.5 Whenever the client wants the interview to be conducted at his or her venue of choice (e.g. client home) transport fee will be a charge.
- 6.6 The once off placement and admin fees start from R2500.
- 6.7 The total placement fee is required at the conclusion of placement and/or after the interview. The payment will have to be made before the candidate could start with her new job. No candidate will be placed until placement fee of R 2500-00 is paid.

6.8 .Our Banking details: Homelinkworkagency is part of Homelix Group (PTY) LTD

HOMELINKWORKAGENCY BANKING DETAILS

Name of bank	First National Bank
Name of the account	Homelix group
Account number	62647646796
Type of account	Cheque account
Branch number	260216
Branch name	Lifestyle Centre(Centurion)

Reference number: your name and surname and send us proof of payment via email for us to can start with the recruitment process.

7. Customer service & follow-up

7.1 We make a follow-up with the client about the performance of our placement on regular basis during probation period (weekly and monthly). We always want to get a feedback on the performance of our placement.

8. Medical fitness

8.1 We do question our candidate about medical fitness/status before we select them for an interview.

We listen and deliver

Face book page: [homelinkworkagency2](https://www.facebook.com/homelinkworkagency2) Twitter: [@homelinkagency](https://twitter.com/homelinkagency) Physical address: 32 Cavallion Complex: Arundo Estate: 66 Reitspruit Street and Rooihuiskraal road: The Reeds, centurion. Operational hours: weekday 8am-6pm; Saturday 8am to 5pm, Sunday 9am to 5pm

Homelix business partners:





Website: www.homelinkworkagency.co.za
Tel: 0126451032 / Cell: 0712628791
Email: info@homelinkworkagency.co.za

8.2 The client can arrange with the candidate at the conclusion of the interview for her to provide a medical report as this is a private matter.

9. Replacement of domestic worker or nanny

9.1 The client must notify the office about any underperformance by our candidate and immediately warning notice will be given to the candidate about her underperformance by the office.
9.2 There will be no replacement of candidate before clause 9.1 has been followed.

10. Termination

10.1 The South African Basic Conditions of Employment Act requires the employer to give the employee a week notice of termination if employee has been employed for less than a month (and vice versa) and a 30 days' notice if employee has been an employee for more than a month.

11. Payment of salaries

11.1 Homelinkworkagency is an employment agency not responsible for the payment of salaries.

11.2 Employee stays in rate (sleep in).
Our employee recommended salary rate range from R95 per day.
Nanny (stay-in) - R2200-above
Housekeeper (stay-in) - R2600-above,
Domestic Worker (stay-in) - R2200-above
11.3 Employee stays out rate (sleep out).
Our employee recommended salary rate range from R122 daily.
Nanny (stay-out) - R2800 above,
Domestic worker (stay-out) - R2800-above
Housekeeper (stay-out) - R2900-Above,

11.4 The above rates are negotiable depending on the hours or days that the candidate will be expected to work. The magnitude of the house will always determine the salary that you will have to pay the candidate e.g. a double storey house client will pay differently to a normal house

12. Reference check-up & criminal record check-up

12.1 The agency to do a thorough reference check-up before placement of any candidate
12.2 Homelinkworkagency does criminal record check-up to the identified candidate the waiting period is 48 hours and the proof will be made available to the employer and employee.

13. Pre-employment Poly graph check

Why to put your business at risk by employing someone who could be undesirable, misleading or dishonest. It is important that Employees can be trusted. Our pre-employment testing is a general honesty test into the areas of work history, education, criminality, honesty, illegal drug use, theft, and fraud. The extra cost is R450

14. Breach of the contract

There is no employee (candidate) who will be allowed to work without the consent of the homelink-management. In the case where the client did not pay full placement fee and take our client without our agreement, a necessary legal steps will be taken to recover any damages suffered by the agency. There is no client who is allowed to have an agreement with our employee without our knowledge as that will be regarded as a criminal offence; a case will be open to both the client and the candidate at the nearest police station.

15. Incomplete payment of placement fee,

The incomplete payment of placement fee by the client will regard the placement process as incomplete and the homelink is at liberty to withdraw the service of their staff from the client, until such time that the outstanding balance is settled.

BENEFITS FOR OUR CLIENTS (EMPLOYERS)

- A professional service rendered.
- Excellent personal customer service
- Providing follow-up calls + feedback.
- Candidate continuous performance follow-up.
- Value for money (replacement of candidate).
- 1 month probation period.
- 12 months placement guarantee.
- Helping client with a contract of employment.
- Pre-employment polygraph.
- Criminal history check.
- Once-off admin and placement fee

I _____ therefore agree and will abide by the above terms and conditions as describe above.

Signature _____

Date _____ / _____ 2016

Homelink representative

Name and surname _____

Signature _____

Date _____ / _____ 2016

We listen and deliver

Face book page: [homelinkworkagency2](https://www.facebook.com/homelinkworkagency2) Twitter: [@homelinkagency](https://twitter.com/homelinkagency) Physical address: 32 Cavallion Complex: Arundo Estate: 66 Reitspruit Street and Rooihuiskraal road: The Reeds, centurion. Operational hours: weekday 8am-6pm; Saturday 8am to 5pm, Sunday 9am to 5pm

Homelink business partners:

