



EMPLOYER REQUEST FORM

Kindly fill the form to enable us search for workers that meet your requirement. **Please note the following recruitment service terms and conditions:**

1. Employers should note that all live-in and out-Going Housemaid and other employee must be 18years and above.
2. The employer must report any case of misconduct within the stipulated period of 3 months, for us to effect the required change or else pay a new service fee for the new worker.
3. There is no replacement for Secretaries, Front Desk Officers, Office Assistants, Cashiers and Accountants etc. deployed to your organization, as we will make sure that they meet your requirements.
4. Trupurpose Job Shop will only conduct background checks based on request by the employer and after payment of the prescribed fee.
5. In conducting background check, Trupurpose Job Shop and its affiliate will only verify information supplied by the applicants as far as practicable and issue relevant reports to the employers. Our background checks are for guidance only and should not be construed to mean that we are standing as guarantor to the applicant. It is the responsibility of the employer to obtain suitable guarantor and/referee as Trupurpose Job Shop and its employees will not be liable nor responsible for any damages, losses and/or liabilities suffered and/or incurred by the applicant in future.
6. In consideration of Trupurpose Job Shop and its affiliates providing job placement services, the applicant has signed a letter of undertaking to pay prescribed processing/job placement fee from his first salary. The employer must be willing to implement the agreement and details will be forwarded to you to effect necessary deduction from his/her first salary after the applicant is employed.
7. Other terms and conditions/disclaimers listed on our website www.trupurpose.com.ng are also relevant to this request.

PERSONAL INFORMATION:

Title (MR, MRS, MISS) _____

Name: _____

Name of Organization: _____

Detailed Residential /Office Address: _____

Postal Address (Optional): _____

E-mail Address: _____

Mobile Phone Number(s): _____

Type of Worker being sought: (Tick the box where applicable)

- | | |
|---|--|
| <input type="checkbox"/> Live- in Housemaid | <input type="checkbox"/> Out-going Housemaid |
| <input type="checkbox"/> Live-in Cook | <input type="checkbox"/> Out-going Cook |
| <input type="checkbox"/> Cleaner | <input type="checkbox"/> Gardener |
| <input type="checkbox"/> Security Guard | <input type="checkbox"/> Salesgirl |
| <input type="checkbox"/> Driver | <input type="checkbox"/> Front desk Officers |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Accountant |
| <input type="checkbox"/> Office Assistant | <input type="checkbox"/> Others |
| <input type="checkbox"/> Cahiers | |

Resumption time: (Tick the box where applicable)

- | | | | |
|----------------------|------------------------------------|------------------------------------|------------------------------------|
| Out-going Housemaid: | <input type="checkbox"/> 7am – 6pm | <input type="checkbox"/> 8am – 6pm | <input type="checkbox"/> 9am – 6pm |
| Out-going Cook: | <input type="checkbox"/> 7am – 6pm | <input type="checkbox"/> 8am – 6pm | <input type="checkbox"/> 9am – 6pm |
| Cleaner: | <input type="checkbox"/> 7am – 6pm | <input type="checkbox"/> 8am – 6pm | <input type="checkbox"/> 9am – 6pm |
| Gardener: | <input type="checkbox"/> 7am – 6pm | <input type="checkbox"/> 8am – 6pm | <input type="checkbox"/> 9am – 6pm |
| Security Guard: | <input type="checkbox"/> 7am – 6pm | <input type="checkbox"/> 8am – 6pm | <input type="checkbox"/> 9am – 6pm |
| Salesgirl: | <input type="checkbox"/> 7am – 6pm | <input type="checkbox"/> 8am – 6pm | <input type="checkbox"/> 9am – 6pm |
| Driver: | <input type="checkbox"/> 7am – 6pm | <input type="checkbox"/> 8am – 6pm | <input type="checkbox"/> 9am – 6pm |
| Front Desk Officers: | <input type="checkbox"/> 7am – 6pm | <input type="checkbox"/> 8am – 6pm | <input type="checkbox"/> 9am – 6pm |
| Secretary: | <input type="checkbox"/> 7am – 6pm | <input type="checkbox"/> 8am – 6pm | <input type="checkbox"/> 9am – 6pm |
| Accountant: | <input type="checkbox"/> 7am – 6pm | <input type="checkbox"/> 8am – 6pm | <input type="checkbox"/> 9am – 6pm |
| Office Assistant: | <input type="checkbox"/> 7am – 6pm | <input type="checkbox"/> 8am – 6pm | <input type="checkbox"/> 9am – 6pm |
| Cashier: | <input type="checkbox"/> 7am – 6pm | <input type="checkbox"/> 8am – 6pm | <input type="checkbox"/> 9am – 6pm |

Resumption Time not listed above (Indicate as appropriate) _____

Salary Range _____

Is age a factor in this request? Yes ☐ No ☐ If yes, please indicate age range _____

Is background check required? Yes ☐ No ☐ If yes, you will be required to pay a Background Check Fee (contact us for details) of _____ per applicant

Are we required to conduct a Psychometric test? Yes ☐ No ☐ If yes, you will be required to pay an additional fee (contact us for details) of _____ per applicant

***Please note that we always conduct Pre-deployment interview for applicants before deployment but if you require us to be further involved in your interview planning/selection process, you will be required to pay an additional negotiable fee.**

I agree to pay a Search Fee (contact us for details) of _____ for each applicant, once the applicant has been employed by me or in my organization. I also undertake to effect agreed deduction between your company and the applicant from his/her first salary.

Signature _____

Date _____