

Standard Terms of Recruitment

Standard Conditions of Recruitment

- 1 All and any business undertaken by Michael Page International (SA) (Pty) Ltd (Sub Saharan Africa), ("MP") is transacted subject to the terms and conditions hereinafter set out. MP is acting in the capacity of an employment agency. For temporary placements, final terms and conditions will be issued at the commencement of an assignment, detailing the actual rate of pay and type of work to be undertaken.
- 2 Upon provision, by the work-seeker ("Candidate"), of a full and accurate curriculum vitae, MP shall, at its sole discretion, search for suitable employment positions on behalf of the Candidate.
- 3 Before any work finding services are provided the Candidate shall provide MP with satisfactory evidence of the Candidate's identity which shall include, but not be limited to, a certified copy of the Candidate's passport, birth certificate or identity document. The Candidate shall also provide MP with:
 - 3.1 Up-to-date copies of qualifications and/or authorisations; and
 - 3.2 The names of two referees (who are not relatives of the Candidate) who the Candidate agrees that MP may approach at any time for the purpose of obtaining references about the Candidate; and
 - 3.3 Data required for criminal and financial vetting.
- 4 The Candidate consents to the disclosure of all relevant information (which is reasonably required to progress any application) including but not limited to copies of qualifications, authorisations and/or references by MP to the Client.
- 5 The Candidate shall immediately inform MP should there be any reason or circumstances under which it would be detrimental to the interests of MP, the Client or the Candidate for the Candidate to take up a particular position with a Client.
- 6 MP shall be under no obligation to find employment for the Candidate.
- 7 The Candidate should not engage in any conduct which is detrimental to the interests of MP, would negatively affect MP's relationship with the Client or is likely to bring MP into disrepute.
- 8 The Candidate having any complaint in connection with the work finding services shall have the right to present a complaint in writing to a Director or Senior Manager of MP.
- 9 If, following an introduction from MP, the Candidate receives an offer of employment or engagement to work for or with a Client introduced by MP, the Candidate shall inform MP immediately and provide MP with full details of the offer including a copy of the offer letter/contract of employment if requested.
- 10 An offer of employment is not made until written details are received from the Client. MP does not accept any responsibility and shall not be liable for any loss suffered by the Candidate by reason of the Candidate's decision to resign from his/her current employment or engagement before or after receipt of the Client's written offer.

Consent

I, the undersigned Candidate, hereby consent and authorise Michael Page International (SA) (Pty) Ltd (Sub Saharan Africa), in accordance with the Michael Page Privacy Policy, or relevant third party to take steps to independently verify the information provided by me in relation to:

- certificates and qualifications obtained (including, but not limited to, contacting the qualification issuing bodies, be they educational institutes, industry regulators, or otherwise)
- obtain a credit and/or criminal check in order to assess my application for employment
- any of my former employers to provide references and details relating to my employment (including but not limited to, my reasons for my leaving)

Signed:

Dated:

Print Name:

Candidate Registration Schedule

Candidate Registration No.:

Personal Details

Last Name:			
First Name:		Title e.g. Dr, Mr, Mrs, Miss, Ms:	
Nationality:			
Address:			
Is this address:	Temporary	Permanent	
Drivers License: Yes No	Own Transport: Yes No		
Contact phone number (home/mobile/work):			
Email address (private/work):			

Emergency Contact Details (Please give the name and telephone number of persons to contact on your behalf in the event of an emergency)

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Type of Work and Pay Rate Details (To be completed in the presence of the Consultant)

Date available for work:		Minimum rate/remuneration:	
Roles/type of work sought:			
Please list any organisation you do not wish us to contact on your behalf:			
Do you speak any languages? If so, to what ability? (fluent, conversationally, basic)			

Referees (Please give the names, addresses and telephone numbers of two referees, which should be last two employers). **NO CONTACT WILL BE MADE WITHOUT YOUR PERMISSION.**

Contact name:		Contact name:	
Position:		Position:	
Company name:		Company name:	
Address:		Address:	
	Postcode:		Postcode:
Dates at company:		Dates at company:	
Position held:		Position held:	
Tel. no.		Tel. no.	
Email:		Email:	

Registered Name: Michael Page (SA) (Pty) Limited (Sub Saharan Africa). Registered Number: 2005/034938/07. Registered Address: PO Box 653555, Benmore, 2010, South Africa.

Candidate Registration Schedule

Financial Information

Have you ever been declared bankrupt or had civil proceedings taken against you by creditors? (If yes, please give full details, including County Court Judgements)	YES	NO
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Criminal Convictions

Have you been convicted of any criminal offence(s)?	YES	NO
If yes, please specify:		
The nature of the offence:		
The sentence or Court Order:		
The date of the conviction:		
The details of the prosecution:		

Are you facing any criminal prosecutions?	YES	NO
If yes, please provide details:		
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Declaration

Please check this form carefully and then sign the following declaration

I declare that the information provided by me to Michael Page including in this registration form, my CV and any copy authorisations and copy qualifications are true and complete to the best of my knowledge and belief. I undertake to notify Michael Page of any material changes to the information I have provided. I understand and agree that confirmation of my replies to questions on this form will be sought from third party sources and I hereby give permission for such verifications to be sought and for all information provided by me to be processed by any Michael Page group company in accordance with the Michael Page Privacy Policy. I understand and agree that the information I provide will be used to assess my suitability for roles and to notify me of roles within my area of expertise. I agree that unless I have expressly instructed otherwise Michael Page may transfer information contained in this form and any other documents provided by me to any Michael Page group company, clients and prospective employers including those not based in my national territory, to assess my suitability for roles. Finally I understand and agree that my personal data may be transferred to third parties such as professional advisors, service providers and IT consultants to carry out testing and development work on the Michael Page business technology systems. Michael Page will take all reasonable steps to ensure that all such third parties meet the required standards of privacy, confidentiality and data security and act in accordance with all applicable data protection laws. I also understand and agree that Michael Page is required by law to keep my details in its data base even after Michael Page last provided work finding services to me. I have read and agree to the Michael Page International (SA) (Pty) Ltd (Sub Saharan Africa) Standard Conditions for Recruitment Services. Details of the Michael Page group of companies who can access your details can be obtained from legalandcompliance@michaelpage.com

Signed:

Print Name:

Date (dd/mm/yyyy):

Please note that all job briefs, job alerts and general communication may be sent to you by email, post, telephone and/or sms message.

If you do not consent to receiving messages from Michael Page including but not limited to messages by email, post, telephone, SMS messages, please tick this box:

However, please note that by ticking this box you may be excluded from receiving job alerts, job briefs and general recruitment communications.

Privacy Statement: Your personal data will be processed in accordance with our Privacy Policy. Full details of our Privacy Policy can be accessed via our website at www.michaelpage.co.za. Alternatively, you can obtain a copy of the policy from your local office.

Fraud: If you provide us with false information in your search for work and thereby obtain employment and payment you may be liable to prosecution under the Fraud Act 2006.

Complaints: If you have a complaint about the service you have received from Michael Page please raise it through the Michael Page Complaints Procedure by emailing qualitycare@michaelpage.com

For Office Use Only – Additional Information

To be completed by Recruitment Consultant during Candidate Registration

Candidate registration no.:

Registered in (insert division code):

Registered Name: Michael Page (SA) (Pty) Limited (Sub Saharan Africa). Registered Number: 2005/034938/07. Registered Address: PO Box 653555, Benmore, 2010, South Africa.

Candidate Profile

The following information is requested on a voluntary basis and will be used, solely to assist in negotiating the correct package for you:

Date of Birth	
Marital / Family Status (to assist with relocation if applicable) Please specify number of children. Please specify age.	
Nationality	
Education Professional Memberships Please specify institutions. Please specify dates.	
Computer / IT Systems	
Current Home Location	
Desired Work Location	
Fluent Languages	
Reasons for looking for a new opportunity?	
Any holidays booked?	
Availability to interview?	

Candidate Package Elements

Basic Salary (excluding any allowances i.e. car, housing etc)

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
Basic Salary (Gross)			
Basic Salary (Net)			

13th Cheque / Guaranteed Bonus

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
Do you receive a guaranteed 13 th cheque?			
How is this calculated?			
<i>Please specify value.</i>			

Performance Bonus

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
Do you receive a performance bonus?			
When is your performance bonus paid?			
How much were your last three bonuses? i.e. please specify last three years or three quarters, as relevant.			
What is the maximum eligible bonus pay-out?			

Housing Allowance

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
Do you receive a housing allowance?			
<i>Please specify value.</i>			
Do you receive this as cash OR does your company pay the lease directly?			

Pension Fund

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
What is your company's contribution to your pension/provident fund?			
Please supply a %			
<i>Please specify value.</i>			

Medical Cover

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
How much does your company contribution to medical cover? <i>Please specify value or %.</i>			
Do you contribute to your own medical cover?			
Does it cover dependants? (spouse and children only)			

Car / Car Allowance

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
Do you receive a company car? <i>Please specify model / year.</i>			
Do you receive a car allowance? <i>Please specify value.</i>			
Do you receive car insurance? <i>Please specify value.</i>			
Do you receive a fuel allowance? <i>Please specify value.</i>			
Do you receive maintenance allowance? <i>Please specify value.</i>			

Shares (Long Term Incentive)

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
Do you receive shares?			
<i>Please specify value.</i>			
When do the shares vest?			
Do you receive dividends from your shares?			

Mobile Phone / Laptop / Data

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
Do you receive a mobile phone, laptop or data?			
Do you receive a cash allowance OR is this directly paid to the provider?			
<i>Please specify value.</i>			

Children's Education

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
Does the company pay school fees?			
<i>Please specify value.</i>			
Do you receive a cash allowance OR is this directly paid to the school?			

Education / Qualifications

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
Do you receive an allowance or a loan for personal / professional education? <i>Please specify value.</i>			

Club Membership

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
Do you receive any membership allowance? <i>Please specify value.</i>			
Joining fee?			
Monthly allowance?			

Leave Allowance

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
Do you receive a leave allowance? <i>Please specify value.</i>			
Do you receive this as cash in your monthly payslip?			

Lunch Allowance

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
Do you receive a lunch allowance? <i>Please specify value.</i>			
Do you receive this as cash in your monthly payslip?			

Holiday / Annual Leave

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
How many working days per annum? <i>(Excluding public holidays) e.g. 20 working days holiday per annum</i>			

Salary Review

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
When is your next salary review?			
Do you know what the increase will be? <i>Please specify value.</i>			

Notice Period

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
<i>Please specify.</i>			

Other Benefits

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
Do you receive any other benefits in kind or cash payments that we should be aware of? <i>Please specify value.</i>			

Minimum Salary Expectations

Package Elements	Currency <i>Please specify the currency you receive on your Payslip.</i>	Current Package Data	
		Per Month	Per Annum
Cash Component (Gross)			
Cash Component (Net)			
Benefits Important to you i.e. <ul style="list-style-type: none"> Family Medical Cover Pension Company Car or Allowance Housing Schooling 			
Other			