

CORECRUITMENT TERMS OF BUSINESS

1. Overview

- 1.1 Any business undertaken by COREcruitment and the client is subject to the terms and conditions hereinafter. Any amendments to these terms and conditions must be authorised in writing by a representative of COREcruitment. Rates may not be re-negotiated mid-recruitment process – fees will be charged on the rates in place at the time of briefing.
- 1.2 COREcruitment will not undertake any further checks unless requested to do so by the Client
- 1.3 The arrangement of an interview with any applicant introduced by COREcruitment regardless of if that interview has been effected by COREcruitment directly or by the client is deemed as agreement of COREcruitment terms and conditions
- 1.4 Clients will inform COREcruitment of all offers of employment upon the engagement by the client of an applicant introduced by COREcruitment and, if so requested, will provide all details of such an engagement

Salary	%
Up to £39,999	20%
£40,000 to £79,999	22,5%
£80,000 to £200,000	25%

2. Rate Structure

- 2.1 No fees are charged to candidates
- 2.2 Fees for positions over £200,000 will be discussed upon briefing
- 2.3 Notwithstanding other terms and calculations, the minimum fee in respect of each applicant will be £2500

3. Refund Guarantee

- 3.1 All guarantees are valid only if fees have been paid within a 14-day period. Fees will be refunded in the following proportions should a candidate leave a clients employment for any reason other than redundancy and provided COREcruitment are notified in writing within 7 days of termination. In any rebate there is a £500 non-refundable administration fee that will be outstanding regardless of rebate percentage. All charges are subject to VAT at 20%

Rebate period	%
Within 4 weeks of commencement	80%
From week 5 to week 12	50%

4 Definition of Business

- 4.1 Fees are charged as a percentage of first year's total gross salary
- 4.2 Where the position includes a company vehicle, the amount of £3000 will be added to the total gross salary
- 4.3 Where accommodation is provided for the candidate, for single accommodation the amount of £2000 will added to the gross salary, this will increase to £3000 for family / couples

5 Payment of Fees

- 5.1 COREcruitment reserves the right to charge interest on overdue accounts at 4% above the National Bank of England base rate per month or part thereof

- 5.2 Fees will be payable as the result of a candidate starting employment (including any engagement as an employee, consultant, partner or agent) in capacity with the client or any third party the candidate is introduced to by the client
- 5.3 If you have previous knowledge of a candidate prior to the first introduction by COREcruitment, you shall notify us in writing within 3 days of our introduction together with the supporting documentary evidence. In the absence of such a notification you waive the right to rely on such previous knowledge as a reason for non-payment of any fee and the introduction is deemed to be via COREcruitment.
- 5.4 Fees will also be payable if, within 12 months of the last contact regarding the candidate
- i) The client employs or engages any applicant in any capacity, either directly, or via employment business or employment agency, or;
 - ii) The client uses or claims to use the services of any applicant, in any capacity, otherwise than through COREcruitment. The client employs or engages any applicant as a direct or indirect result of any applicant responding to an internal or external advertisement published by the client or any of its representatives or agents

No rebates will be applicable in the above situations

6 Other Conditions

- 6.1 While COREcruitment endeavors to ensure the suitability of candidates submitted, clients should satisfy themselves as to a candidates qualifications, efficiency and integrity
- 6.2 If the client introduces or re-introduces an applicant to another person firm or body, or cooperation associated with it resulting in the engagement by that firm, person or body within 12 months of the last introduction date, then the client will be charged the full introduction fee
- 6.3 The introduction of an applicant or the provision of an applicant's details is done so on a strictly confidential basis and is conditional upon the client agreeing not to disclose any information about the applicant to any other person, company or organisation without consent of COREcruitment. In particular, no individual within the applicant's current employer will be approached for references without the full authority of the applicant and COREcruitment
- 6.4 Any COREcruitment employee for the purpose of these terms of business will be viewed as an applicant, regardless if they have had direct or indirect contact with the client
- 6.5 The client will be responsible for arranging all medical examinations and investigations of the applicant (including the confirmation or any professional or academic qualifications) and for obtaining any work and other permits and shall satisfy itself as the suitability of any applicant prior to any engagement
- 6.6 COREcruitment will endeavor to request a minimum of two references per candidate; we cannot guarantee that references have been returned. We are also unable to take references from a candidate's current employer and would advise clients to take up independent references prior to the candidate commencing employment.

Dated the _____ day of _____ 2016

Signed: _____ Title: _____

For and on behalf of: _____ (client)