



TERMS OF BUSINESS – Permanent and Executive

These Terms and Conditions of business are deemed to be the basis of our agreement to supply Permanent and Temporary staff to you and will become effective upon engagement of our services. This agreement binds Careers Connections group of companies and their associated business names:

Careers Executive	Careers IT & T	Careers Banking & Finance
Careers Health & Medical	Careers Office Support	Careers Appointments
Careers Engineering & Construction		Careers Trades & Services

We will endeavour at all times to select candidates suitable to our clients needs and to provide accurate and comprehensive details on their skills, knowledge, attributes and experience in relation to the assignment or position specifications discussed with our clients.

SERVICE: Careers Connections International Pty Ltd permanent placement fees are for locating, interviewing, screening, testing and pre-selecting candidates and are calculated as a percentage of the annual salary package, inclusive of allowances i.e. car and superannuation.

FEES: Our fee for recruitment services is calculated as a percentage of the commencing gross annual remuneration package and becomes payable if a candidate we refer is employed in any capacity by the client OR any associated or affiliated organisation within twelve months of our referral. Remuneration package comprises base salary, guaranteed or advanced commissions, incentives, superannuation or any other allowances plus car or car allowance. If a vehicle is provided it is assessed at \$15,000. In the case of direct employment on a contract or temporary basis the gross annual remuneration will be calculated on the basis of the commencing hourly or daily rate. In the case of a "commission only" basis the gross annual remuneration will be calculated at \$80,000.

SCALE OF FEES: As a percentage of Gross annual remuneration package (Fees on application).

SOLE AGENCY AGREEMENT: A special discount of fees may be negotiated where a specific position is not concurrently advertised by the client or referred by the client to other consultants. Terms must be agreed prior to the referral of applicants for the position.

- Print advertising agreed to by the client will be submitted for client approval before insertion. Clients will be invoiced directly from our advertising agency and are due payable within seven (7) days from the date of issue irrespective of whether a placement is made.
- All proceedings are confidential. Placement of any candidate presented by Careers Connections Group either verbally or by resume six months to the date of introduction, to the customer, company or any other related company, is subject to the full fee shown in our schedule below.
- All information supplied by Careers Connections Group whether written or verbal is confidential and should not be disclosed to any other party without the consent of Careers Connections Group.

OFFERS OF EMPLOYMENT: Applicants are introduced to clients on the understanding that the client to their complete satisfaction has assessed any applicant who is made an offer of employment. Reference checking will be carried out.

REFERENCES CHECKS: Upon the request from the client CCI P/L will carry out reference checks as far as it is practical to do so. Careers Connections Group will make every effort to ensure the suitability of candidates presented. All information is as per verbatim, however the client is responsible for making their own independent reference checks. The client is responsible for taking up all references as per the candidate's qualifications, capabilities, integrity, medical history, and suitability to meet the job specification. It's also the client's responsibility to obtain work permits for the candidate and to satisfy itself that they comply with the required legislation wherever necessary.

BACKGROUND SECURITY CHECKS: Upon client requests (and subject to a \$1000.00 charge), Background Security Checks may be supplied by an independent Private Investigation organisation through Careers Connections. Checks include; bankruptcy, criminal offences, immigration status, company directorships, company shareholding, verification of qualifications etc. Otherwise the client is responsible for taking up all references as per the candidates Background Security Checks.

LIABILITY: CCI P/L can accept no liability whatsoever on behalf of the clients, its servants or agents for any loss, damage, costs or expenses howsoever caused which the client may suffer, or for which the client may become liable, arising out of or in connection with or as a result of an introduction to the client or the engagement by the client of a candidate.

REPLACEMENT GUARANTEE: If an applicant is engaged and subsequently resigns or is terminated for unsatisfactory performance within two months of appointment we will endeavor to provide a suitable replacement. When a replacement is made through Careers Connections, the original fee will be credited in full and a new invoice raised based on the gross annual remuneration package of the new appointee. At no stage will Careers Connections International Pty Ltd offer a refund of fees, regardless of the circumstances. The Replacement Guarantee option is valid for two (2) months from the date of resignation/termination of applicant and will only apply provided:

- Payment has been received by Careers Connections within 7 days of commencement date.
- The termination is not in any way due to company organisational or structural changes occurring after the appointment.
- Careers Connections is notified in writing of the resignation or termination within 7 days, stating the reasons for termination.
- Careers Connections is given the first opportunity and a reasonable period of time in which to make the replacement.

TERMS OF PAYMENT: Our fee is due on appointment of the candidate and to qualify for our Replacement Guarantee must be paid within 7 days of the commencement date. **The acceptance of referrals from Careers Connections International Pty Ltd will constitute full agreement and acceptance of our Terms of Business.**