

SBS RECRUITMENT

Client company name	
Client contact name	
Email address	
Telephone number	
Invoice address	
Position recruiting for	
Location of role	
Engagement period of role (permanent, 3 months, 6 months etc.)	
Salary scale	
Employment benefits (pension, bonus, car, car allowance etc.)	

Job description:

Person specification (skills, knowledge, qualifications, personal attributes required)	
Essential	Desirable

SBS Recruitment is a registered trademark of Sky Blue Safety Ltd. Sky Blue Safety Ltd terms and conditions apply to all roles that SBS Recruitment is engaged for. By placing a role with SBS Recruitment and receiving an introduction to candidates/applicants, you agree to Sky Blue Safety Ltd terms and conditions.

Fees

On permanent/fixed term placement of a candidate for the assigned role, SBS Recruitment will charge a set fee of _____ based on SBS Recruitment being appointed as sole recruitment agency/consultant assigned to place candidates for a period of _____ weeks.

Payment terms

Payment terms are 14 days from date of invoice.

All rates quoted exclude VAT and will be charged at the applicable rate.

Refunds

Refunds will be based on following scale of a candidate leaving the placement and subject to Sky Blue Safety Ltd terms and conditions.

Permanent placements	Percentage of fee refund
Week 1 & 2	75%
Week 3 & 4	50%
Week 5 & 6	25%

3/6 Month placements	Percentage of fee refund
2 Days	75%
1 Week	50%
2 Weeks	25%

I confirm that the information supplied to SBS Recruitment may be used for recruitment and consulting purposes under the Data Protection Act and that SBS Recruitment can advertise vacancies on the “Client’s” behalf.

Authorised client name	
Authorised client signature	
Position	
Date	