



Durban West Cleaning Service (Pty) Ltd t/a
Reg No 2013/039330/07

RENT A MAID HILLCREST
hillcrest@rentamaid.co.za

Suite 4J
8 Old Main Road
Hillcrest

Tel : 084 8822 033

Fax : 086 541 4847

PERMANENT STAFF PLACEMENT
YOU WISH TO EMPLOY

Page 1 of 5

Thank you for contacting Rent A Maid Hillcrest. Since we interview a number of job seekers applying for permanent positions, we are in a position to register quality staff. Our experience enables us to select those we consider to be “of superior quality” giving our customers value for money and the peace of mind required. We charge a once-off placement fee of **8% of your employees annual salary**. This includes a non-refundable **admin fee in advance of R500**, with the **balance being settled after selection of your cleaner at the interview**. Salaries are negotiated based upon whether she lives in or out, her hours worked, past earnings and experience. An interview of candidates will be arranged at our offices **three full working days** after we have received this emailed/faxed order **and** proof of payment of **the admin fee**.

The **admin fee** covers management’s time spent matching your specifications with suitable candidates on our placement register, making cellular phone calls to all suitable candidates and coordinating and arranging all interviews. It also covers staff travel to and from the office in the event of a cancellation. **Customers have 30 days from emailing/faxing the order, to choose the first employee on a trial basis**, after which the order is cancelled and the admin fee regrettably forfeited. Please note that there is no limit to the number of interviews which may be arranged during that month.

After your chosen employee has begun work no refund of the balance is possible. However if you are in any way dissatisfied, please contact **Mrs Estelle Gray-Browne**, Branch Manager - Hillcrest and your second choice will be sent (if still available) or another interview will be arranged.

Please note that we **do not charge** for the replacement(s), however the only condition is that she/they must start work **within three months** from the date on which you **placed your order** below**. Interviewing will take place at **Rent A Maid’s** offices in Hillcrest (see address above).

Please initial this page here



PLACEMENT CONTRACT - ORDER

TITLE INITIALS

CUSTOMER SURNAME (or COMPANY)

LANDLINE (.....).....

FAX (.....)

CELL

(Contact person if COMPANY)

EMAIL (please write clearly)

.....

EMPLOYEE'S NEW WORK ADDRESS

.....

.....

TODAY'S DATE / / 20..... (contract start date)**

ANNUAL SALARY (EXCLUDING BENEFITS) R

TOTAL PLACEMENT FEE DUE @ 8% : R.....

NEW EMPLOYEE'S START DATE / / 20.....

Banking Details :

Page 3 of 5

ABSA bank

Hillcrest Branch

Account no 408 087 1025

Branch Code 632 005

Account name Rent A Maid Hillcrest

**Reference “YOUR SURNAME^^” and the word
“PLACEMENT” (^^ or COMPANY NAME)**

Complete the attached **Job Specifications** (Pages 4 and 5 of 5) and scan and email all pages to the Branch Manager at **hillcrest@rentamaid.co.za** or fax **086 541 4847**.

Head Office registration : 031-765 8708

Rubber Stamp :