



Pretoria East Domestic Services t/a

RENT A MAID PRETORIA EAST

www.rentamaid.co.za

facebook.com/RentAMaidSouthAfrica

Reg: 2015/341055/07

Tel: 012 753 7306

Cell: 073 070 6302

pretoriaeast@rentamaid.co.za

46 Estcourt Avenue

Wierda Park

Centurion 0157

PERMANENT PLACEMENT CONTRACT

Page 1 of 4

Thank you for contacting **Rent A Maid**. 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 total once-off fee of **R1800**. This includes a non-refundable **admin fee in advance of R500**, with the balance of **R1300 being payable at the interview once a cleaner is chosen**.

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 working days** after we have received your faxed/emailed order and proof of payment of the **R500** admin fee.

The admin fee covers the time spent matching your specifications with our placement register, making cell calls to all suitable candidates and arranging the interview. Should a customer cancel an interview at the last minute, the cost covers candidates' taxi fares too.

Customers have 30 days from faxing / e-mailing the order, to choose the first maid, after which the order is cancelled by Rent A Maid and the admin fee forfeited. Please note that there is no limit to the number of interviews which may be arranged during that month.

Once a candidate has been selected and has started working at a customer's premises, cancellation of the order is regrettably not an option. After your chosen domestic/office cleaner has begun work, if you are in any way dissatisfied, please contact us and your second choice (if still available) will be placed or another interview will be arranged.

In total, **up to three** candidates may be placed over a **three month period**. Please note that we **do not charge** for the two replacements, however our only condition is that they must both start work **within three months** from the date on which your first employee started work. Interviewing will take place at **Rent A Maid's** offices (see address above).

Please initial this

page here

PLACEMENT CONTRACT - ORDER

TITLE INITIALS

CUSTOMER SURNAME

.....

COMPANY NAME (domestic customers ignore)

.....

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

CELLPHONE

EMAIL ADDRESS (please write clearly)

.....

EMPLOYEE'S NEW WORK ADDRESS

.....

.....

TODAY'S DATE/...../20.....

CLEANER'S REQUIRED STARTING DATE/...../ 20.....

BANKING DETAILS

| | |
|----------------|------------------------------------|
| BANK / BRANCH | FNB REDS MALL |
| BRANCH CODE | 250 655 |
| ACCOUNT NUMBER | 6256 3717 374 |
| ACCOUNT NAME | RENT A MAID PRETORIA EAST |
| REFERENCE | YOUR SURNAME / COMPANY NAME |

Please complete the attached Job Specifications and scan and email all 4 pages to our offices at pretoriaeast@rentamaid.co.za

Please liaise with the office on **012 753 7306** or **073 070 6302**

JOB SPECIFICATIONS

Dear Customer please would you complete the following:

Please tell us about your family?

_____What pets
do you have?

_____Size of house (No. of Storeys? Stairs? Large or small etc.)

_____Job
description

_____Describe
Sleep in or out?
the sleeping quarters (if applicable)

_____What is your age preference?

WHAT SKILLS DO YOU REQUIRE? (Tick)

- | | | | |
|---------------------------|--------------------------|-----------|--------------------------|
| Cleaning | <input type="checkbox"/> | Laundry | <input type="checkbox"/> |
| Plain cooking | <input type="checkbox"/> | Tidying | <input type="checkbox"/> |
| Child (4-12 yrs) Minding | <input type="checkbox"/> | Baby care | <input type="checkbox"/> |
| Shopping list preparation | <input type="checkbox"/> | | |

Other : _____

WHAT CHARACTER TRAITS AND ABILITIES ARE YOU LOOKING FOR IN A CLEANER?
Why did you terminate your last maid's services?

_____What are the working hours?

_____What are your weekend needs?

What monthly salary are you offering? (Please don't answer "negotiable" as we need to advise candidates in advance)

Does this include transport?

If sleep in, does this include food?

When do you need the candidate to start?

Anything else that you would like to tell the candidates about the job?

Please register by emailing all pages as well as proof of payment of the R500 admin fee to pretoriaeast@rentamaid.co.za and then call our office on **012 753 7306 or **073 070 6302**.**