

Dear Sir/Madam

Thank you for contacting JCom with your vacancy.

We look forward in assisting you in finding the most suitable candidate for your business.

JCom is a not-for-profit organisation established to assist members of our community to find employment and we appreciate the opportunity you are offering to them.

Please find below our terms and conditions. Unless you advise us in writing to the contrary, these terms of business will be deemed to be accepted by you interviewing a candidate whose details we have supplied to you.

Please feel free to contact us if you wish to discuss any point

Yours faithfully



Yitzy Ginsbury
JCom Manager

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Terms of Agreement

- 1) The JCom Employment Agency will endeavour to find the most suitable candidate for your vacancy by understanding the position you are offering, using contacts and knowledge of our candidates to only propose suitable candidates.
- 2) We will attempt to propose a list of candidates to you, or make you aware that we do not have a suitable candidate, within three working days of you first contacting us.
- 3) When given notice by yourself we will arrange interviews between you and any candidates you wish to interview and if necessary will negotiate the salary and terms of employment.
- 4) If requested by you we will notify any candidates interviewed of your decision, whether positive or negative.
- 5) If you decide to employ any candidate we proposed to you, we will charge you an arrangement fee of one week's wage, based on the annual salary of our candidate.
- 6) If the candidate leaves your company within the first two months of commencing employment we will fully refund your payment.

Directors

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