

# RESOURCES ON TAP

an initiative by

*Lewyll communications*

*Recruitment Specialists since 1989*

## Terms and Conditions pertaining to Candidates sourced from [www.resourcesontap.co.za](http://www.resourcesontap.co.za)

(January 2017 to December 2017)

Applicable to *Non-Subscribers* of [www.resourcesontap.co.za](http://www.resourcesontap.co.za)

### A) Summary of Services Provided

**Resources-on-Tap** is a ground-breaking recruitment initiative introduced by Lewyll Communications, who have provided a specialist recruitment service to Advertising, Media, Marketing & Communications industries since 1989.

Features of [www.resourcesontap.co.za](http://www.resourcesontap.co.za) include :

- Access to a data base of “Candidate Profiles” by *Job Category* and *Level of Experience*
- Log-on an enquiry requesting the personal CV fitting that profile
- Confidentiality of “Career Seeker” profiled is maintained, requiring prior consent before forwarding personal CV
- On receipt of candidate’s CV, the company is at liberty to proceed with the recruitment process directly with candidate
- The quality of Career Seekers listed on [www.resourcesontap.co.za](http://www.resourcesontap.co.za) is maintained by pre-screening of CVs prior to listing on site. Career Seekers are able to access and compile their own *personal profile*, which will only be listed on site after ratification of CV content.

In order to achieve the *cost-efficiencies* that have motivated this unique service, Career Seekers are not pre-interviewed or reference checked by Lewyll Communications. The personal CV of the Career Seeker is taken at *face value*, and pre-screened as to suitability based on experience listed on CV.

**NOTE: No restriction is placed on the number of CV’s requested. However, Clients will be requested to provide information in the form of a Job Spec or other detail of the career opportunity for which the candidate is being considered for.**

**B) Fee Structure** – (Fees quoted are **exclusive** of VAT)

Upon “commencement” of a candidate accessed through [www.resourcesontap.co.za](http://www.resourcesontap.co.za)

**Service Fee** – 5% (five) of Annual Income plus VAT becomes due and payable 30 days after “Commencement Date”.

In determining “annual income” all direct financial rewards including bonuses and realistic commissions are included.

Should any candidate referred to you by ourselves be employed by you, or any 3<sup>rd</sup> party whom you have referred the Career Seeker to, within 12 months of their introduction, our full service fee becomes payable by your company.

**C) Commencement Date**

It has become common practice to employ candidates on a trial basis prior to formalising a permanent appointment.

Our service fee becomes payable on the commencement of a candidate referred to you by Lewyll Communications notwithstanding the fact that they may not yet be regarded as a permanent employee.

**D) Fee Arbitration**

The nature of the industry is such that individual Career Seekers as well as Recruitment Consultancies, present CVs not for a specific vacancy. A Career Seeker will be deemed to have been sourced from Resources-on-Tap and our full service fee becomes payable, on the appointment of that Career Seeker, unless the CV of the person appointed has been put forward by another source prior to accessing CV from [www.resourcesontap.co.za](http://www.resourcesontap.co.za) **for the specific vacancy to which they have been appointed.**

**Acceptance of our Terms and Conditions**

(Approval by client includes acceptance of terms and conditions above)

Name of Company: ..... Name of Client: .....

Designation: ..... Client Signature: .....

Date: ..... VAT Registration No: .....

P O Box 784382 Sandton 2146  
85 Studio Park 5 Concourse Crescent Lonehill  
e.mail [info@resourcesontap.co.za](mailto:info@resourcesontap.co.za) 465-9368

Reg No CK 89/12636/23 Members RL Jones; MC Jones