

Jersey's specialists in recruitment for the hospitality industry.

For more information and up to date vacancies please contact us or visit our website www.jerseyrecruitment.com



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TERMS OF BUSINESS – 2008

RECRUITMENT - COMMISSION FEES

Total salary is calculated as the gross weekly or monthly salary paid to an employee on an annual basis prior to any deductions made for Social Security, ITIS, accommodation/food offset etc. Commission fees, including minimum fees per candidate, will be charged as detailed in the table below based on the salary confirmed or declared on the Job Specification/Job Offer form. In the absence of a signed copy of the Job Specification/Job Offer Form or Terms and Conditions of Business for whatever reason, Jersey Recruitment's Terms and Conditions of Business will still apply.

Where a candidate is employed on a seasonal or on a short-term basis, the annual salary will be pro-rated against the period of employment e.g. if a candidate is employed for 5 months, a commission fee of 5/12ths of the equivalent annual salary will be invoiced. If the same candidate's period of seasonal employment is extended beyond that confirmed by the client, Jersey Recruitment reserves the right to charge a further pro-rated fee for the new or extended period of employment.

COMMISSION FEES PER CANDIDATE (Temps fees available on request)

JHA Members Fee	Total Annual Salary	Non-Members Fee
£250(minimum fee)	Up to £10,000	£350(minimum fee)
3%	£10,000 to £15,000	5%
5%	£15,000 to £20,000	7.5%
7.5%	£20,000 to £25,000	10%
10%	£25,000 and over	12.5%
£250	Students Placement Fee	£350

CASUAL STAFF

Fees ranging from £15 to £20 per person per shift will apply for casual staff up to a maximum of 5 shifts. Where in excess of 5 shifts are worked up to a maximum of 7 shifts, we will, as an incentive to our clients, only charge £100 in total. If a casual member of staff provided by Jersey Recruitment becomes a seasonal or full time member of staff, Jersey Recruitment's standard commission rates will apply.

DISCOUNTS

A discount is negotiable in advance on high annual expenditure through a rebate after the year end.

EXTERNAL AGENCIES

Extra costs may be charged for staff recruited using other/third party agencies. These costs will be confirmed in advance to the client and will be no more than the selected agency's general recruitment fees.

PAYMENT OF INVOICES

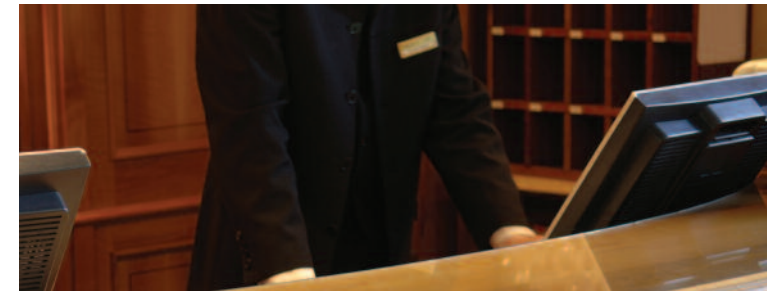
An invoice will be forwarded by Jersey Recruitment within 14 days of a candidate's employment commencement date and upon receipt of the completed job offer form. All accounts and charges are payable within 14 days from receipt of the invoice and payment should be made to Jersey Hospitality Association Ltd.

REFUNDS

If a candidate's employment is terminated within the period specified below, Jersey Recruitment will give a free replacement or a refund according to the refund table provided that the Client has informed Jersey Recruitment in writing within seven days of the termination of employment.

Weeks	General Recruitment %
0-3	Free replacement or refund
3-4	75%
4-6	25%
6-8	10%

We put the right people in right places!



INVESTOR IN PEOPLE

it's all about people!



EXCELLENCE THROUGH PEOPLE

JERSEY RECRUITMENT AGENCY

Who we are

Established in 1998, Jersey Recruitment is part of the Jersey Hospitality Association, an industry trade body, which has around 400 members who are all involved in, and support, the hospitality, tourism, leisure and travel industries.

With the single minded focus of finding the very best people at the lowest realistic cost, Jersey Recruitment is a leading and established provider of recruitment solutions for the hospitality industry. We are equally committed to providing both clients and candidates with an unrivalled level of service.

Located in the heart of St. Helier, we are well placed to provide recruitment services on a local basis to large, medium and small companies.



What we do

Our multi lingual highly experienced recruitment team is committed to providing a comprehensive, effective and personal recruitment service. Whether you are a job seeker or a recruiter we can service every recruitment need.

- Permanent Recruitment Services
- Pre-screening
- Face to face interviews
- CV audit and reference check
- Database selection
- Advertised selection
- Web advertising
- Response handling
- Competency based screening
- Targeted recruitment
- Project recruitment for new openings

Who we help

Our recruitment services, and the highly cost effective rate structures available for recruiters, provide enormous added value. The recruitment team offer a wide breadth of industry services with a track record of success and a reputation for excellence.

We look for enthusiastic and motivated candidates with proven experience for permanent, seasonal and temporary positions. Clients receive a guaranteed personal service including the tactful pre-screening of candidates to ensure that their experience matches the client's requirements. Access to our extensive database of candidates, which is constantly updated, assists in this process.

Our areas of expertise

- Chefs
- Receptionists
- Food and Beverage personnel
- Rooms - Housekeeping
- General Management
- Management at all levels
- Human Resources
- Sales and Marketing



Our Commitment

We pride ourselves on approaching each permanent placement as a new and unique challenge, because we believe that every assignment has its own needs, benefits and solutions.

We put our customers and candidates at the heart of everything we do.

We take pride in delivering an effective recruitment service for our industry.

We will always be honest and act with integrity.

We will achieve success together.