



## **Employment Agencies – Agreement with work seekers**

It is a legal requirement for Emerging Search Consultants (ESC) to confirm if it is acting as a Recruitment Business or Recruitment Agency (or both) on your behalf. A Recruitment Business offers candidates a “temporary” or “contract” recruitment service; a Recruitment Agency offers permanent recruitment services.

### **In this instance – we are acting as a Recruitment Agency.**

Following our recent conversation/correspondence we write to confirm how we are to provide you recruitment services.

1. Emerging Search Consultants (Pty) Ltd are to provide you permanent recruitment services.
2. You authorise to Emerging Search Consultants (Pty) Ltd seek work on your behalf.

Thank you for selecting Emerging Search Consultants (Pty) Ltd and should you have any queries, or require any further information on the services we provide please contact Caleb Maistry on 087135 3510

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name

Date \_\_\_\_\_

**Emerging Search Consultants (Pty) Ltd.**

[www.emergingesc.com](http://www.emergingesc.com)

ESC is a level 1 BEE accredited company





Emerging Search  
Consultants

## **REFERENCES**

Please provide the contact details of two references from your previous employers4

NAME:		POSITION OF REF:	
		EMAIL ADDRESS:	
COMPANY NAME:		PHONE NUMBER:	

NAME:		POSITION OF REF:	
		EMAIL ADDRESS:	
COMPANY NAME:		PHONE NUMBER:	

## **NEXT OF KIN DETAILS:**

NAME:		RELATIONSHIP:	
PHONE NUMBER:		EMAIL ADDRESS:	
MOBILE NUMBER:			

### **Equal opportunities statement**

Emerging Search Consultants (Pty) Ltd is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non- membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy.

Emerging Search Consultants (Pty) Ltd shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. Emerging Search Consultants (Pty) Ltd will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

### **Criminal Convictions**

Do you have any unspent\* criminal convictions? Yes/No

If yes, state **convictions and dates**.....

**Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.**

### **Permission to work in South Africa**

Do you have immigration permission to work in the SA? Yes/No or NA

We are required by law to see the following documents to ensure that we comply with current employment related legislation IF RELEVANT.

- Proof of eligibility to work in SA – Passport (front and photo page), VISA, Letter from Home Office, Work Permit if applicable
- Proof of Identity (if not covered by the above) – Photo ID such as Drivers License,

Please send us the following

- Copies of any qualifications / training certificates held
- Copies of any written references you possess



**Data Protection Statement**

The information that you provide on this form and on any CV given will be used by Emerging Search Consultants (Pty) Ltd. In providing this service to you, your consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients.

We may check the information collected, with third parties or with other information held by us.

We may also use or pass to certain third parties information to present or detect crime, to protect public funds, or in other way permitted or required by law.

**Candidate Declaration**

I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to clients. I consent to references being passed onto potential employers.

If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that RecruitmentMC Ltd will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

**Signed by candidate**

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Name.....  
Date.....