



emmerson-ross

the south west's independent
permanent recruitment specialists

office & secretarial • accountancy
• sales & marketing • engineering
senior appointments • office & sec

The White House, Broomhill Way, Torquay, Devon, TQ2 7QL
Telephone: 01803 618888 • Fax: 01803 618889
Email: jobs@erjob.co.uk • Web: www.erjobs.co.uk



our credentials - talk to us with confidence

Emmerson-Ross Recruitment have grown into probably one of the leading independent permanent consultancies in the South West of England with divisions specialising in Office, Accountancy, Sales & Marketing, Technical and Senior appointments.

All our Consultants are REC (Recruitment & Employment Confederation) qualified/trained, and have worked within the recruitment industry for many years, each specialising in their own field, which enables us to offer a unique service to both clients and candidates.

Our commitment to service, our attention to detail, our ability to attract the best candidates and our aim of maintaining continuous improvement in everything we do has resulted in our staggering growth over the last few years.

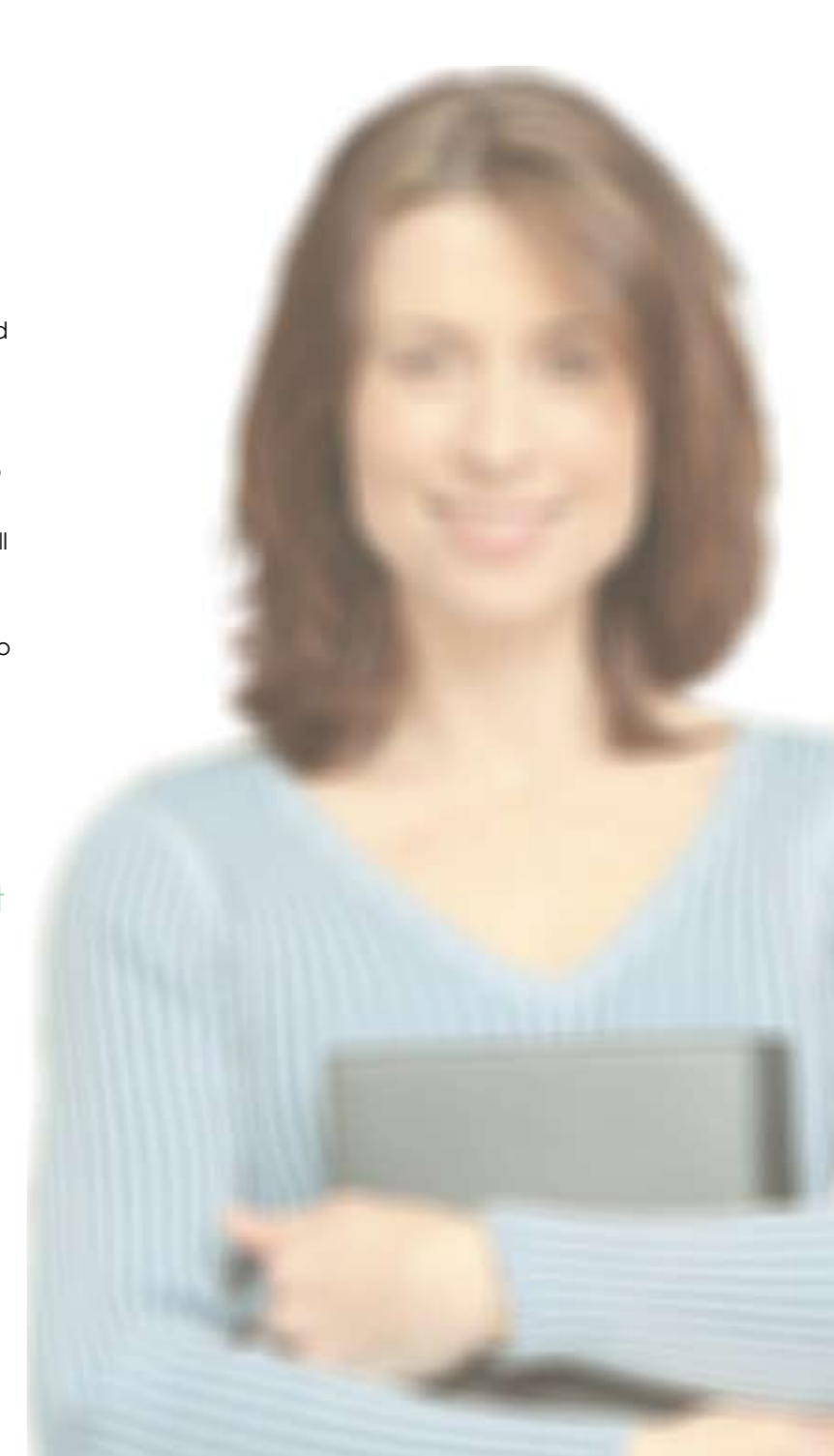
- 17 years experience
- REC qualified recruiters
- Established database of candidates
- Affordable professional services
- Friendly, honest advice

services

We offer the best possible service in terms of quality and efficiency by ensuring the most accurate match between client and candidate. We listen carefully to your needs and take care to ensure that you are presented with the best selection of candidates.

We have a register of a wide range of personnel to refer to and will post your vacancy across a selection of the UK's leading on-line job boards. Your designated Consultant will manage every aspect of the recruitment process, and liaise closely with you at every stage, to present you with a selection of candidates that are suitably matched to your requirements.

- Tried and tested, In-depth recruitment procedure
- Skill Assessments
- FREE consultancy service for advice on labour markets, salaries and employment legislation
- FREE media and web site advertising
- Referencing checking and CV verification
- FREE use of our interview rooms
- Search & selection for specific senior executive recruitment



skill assessments

All candidates are assessed on their skills using our multi-media software package ISV FastPath. The ISV Group are leaders in software training and assessment for the Recruitment, Call Centre and Education Sectors. Standard skill testing includes:

- Keyboard & Secretarial Assessments
- Literacy & Numeracy Assessments
- Spelling
- Call Centre Assessment
- Computing
- Health & Safety

The benefit to our clients employing people assessed on ISV FastPath is a very high level of suitably skilled candidates. The appointment of highly skilled candidates improves productivity and reduces staff turnover rates.

registration process

Candidates will have completed a tried and tested, in-depth registration with us before we present them to you for interview.

- Application form - Candidates are asked to complete a comprehensive application form.
- Identification - Candidates are asked to provide one form of identification to confirm they are eligible to work in the UK.
- Interviews - A face-to-face interview will be carried out with an REC qualified/trained Recruitment professional.

Our Consultants have worked within the recruitment industry for many years and therefore are skilled in various interview and profiling techniques. We aim to match not only the right skills & experience to your vacancy but also take into account the type of personality that would fit into your Company.

12 week guaranteed rebate period

As an expression of trust in the service that we provide, a 12 week period of guaranteed rebate is extended to Clients should an applicants prove unsatisfactory. We offer an excellent back-up service by continually monitoring candidates performance once they start work.

our commitment to quality

The REC (Recruitment & Employment Confederation) is the body representing the recruitment industry. As individual members we adhere to the Code of Good Recruitment Practice - developed to ensure job seekers and employers receive the highest recruitment standards.

our fees - we are paid on results

A fee is only payable if and when you offer one of our applicants a job - this means you are not charged for registering a vacancy, any advertising costs or interviewing candidates. It is a very good incentive for us to get it right. We operate a competitive fixed percentage policy no matter what the salary, which means your recruitment costs will not go spiralling out of control.

terms of business

1. These terms and conditions shall apply whenever employment results from an introduction by Emmerson-Ross Recruitment: through an instruction from an employer however communicated; an authorised assignment; notification to an employer of the availability of the candidate howsoever it arose.
2. The fee payable by the employer to Emmerson-Ross Recruitment will be [] % of the proposed first year remuneration package, calculated at the time of employment. Other benefits are not included in this calculation. However the minimum placement fee will be no less than £950.00 + VAT (if applicable).
3. Authorised assignment: where a recruitment assignment is agreed that involves the employer paying for extensive advertising all advertising costs shall be paid within seven days after the publication date. On commencement of employment a placement fee of [] % will be payable, calculated on the proposed first year remuneration package.
4. Employers undertake to inform Emmerson-Ross Recruitment in writing of the terms of any employment agreed with a person introduced by Emmerson-Ross Recruitment and to provide, such information as may be necessary to calculate fees payable.
5. All fees become due on the day the employment commences. Terms for payment are fourteen days from invoice date. If fees are paid after this date then the guarantee provisions set out in clause 8 shall not apply.
6. Value Added Tax at the applicable rate will be added to all fees and relevant costs.
7. Introductions are confidential. Should it transpire that information is passed to another party which results in employment whoever passes on such information shall be held liable for payment of fees.
8. Guarantee provisions extend to the first 12 weeks of

employment as follows, should the employer terminate the employment within twelve weeks for any other reason than redundancy.

Duration of Employment	% Refund
Up to 2 weeks	100
After 2 up to 4 weeks	80
After 4 up to 8 weeks	30
After 8 up to 12 weeks	10

Any refund due will be paid within fourteen days of receiving written confirmation that the candidate has left. The provision will only apply when fees and all costs have been paid as due under the terms for payment set out in paragraph 5.

9. Where a candidate introduced by Emmerson-Ross Recruitment is offered employment within twelve months of notification of the availability of that candidate, however communicated, the appropriate fee shall be payable as provided for in paragraph 2 and 3, above.
10. Whilst every effort is made to maintain high standards of integrity Emmerson-Ross Recruitment accepts no responsibility for any loss, expense, damage or delay, however occasioned, which may arise from this contract. Emmerson-Ross Recruitment cannot accept responsibility for any information or representation concerning potential employees as regards the history, character, age, capability or suitability of any potential employee. The onus is on the employer to take up references, verify qualifications and confirm any information supplied upon which material decisions may be made. No representation or warranty is made that any potential employee is or will be available to fill a situation.
11. An employer is deemed to be bound by these terms of business by agreeing to meet or offering employment to a candidate introduced by Emmerson-Ross Recruitment.
12. Emmerson-Ross Recruitment reserves the right to charge interest on fees which are unpaid twenty eight days from the invoice date at the rate of 3 per cent above the Bank of England base lending rate on a day-to-day basis.

These terms and conditions will apply in every case except where varied in writing by a Partner of Emmerson-Ross Recruitment.

Emmerson-Ross Recruitment established in October 2004 in accordance with the Employment Agencies Act (1973).



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