



Welcome to the leading UK Internet-based Care, Nursing and Crisis Management Recruitment Specialists who have an excellent reputation for supplying the following experienced and qualified permanent staff to the care sector throughout the UK:

- Residential and Nursing Home Managers
- Crisis / Interim Troubleshooting Managers
- Domiciliary care managers
- Head of Care / Operations Managers
- Area and Regional Managers
- NVQ Assessors
- Nurses
- Social workers
- Training managers
- Housing managers
- Childcare Managers

**Head office:** PO Box 236, Bexhill on Sea, East Sussex, TN40 9EE

**Tel:** 0870 366 7162

**Fax:** 0871 433 5133

**Web:** [www.pointninerrecruitment.com](http://www.pointninerrecruitment.com)

**Email:** [info@pointninerrecruitment.com](mailto:info@pointninerrecruitment.com)

**Care, nursing and crisis management specialists**



## How can we assist you?

We will conduct a database search at Head Office where we hold a huge number of experienced and qualified Managers within the UK and present you with the credentials of potential jobseekers who match your requirements; we will then arrange all interviews for you and take the pressure of recruiting off your hands.

We can offer you your own area consultant who is dedicated to finding you qualified and experienced managerial staff who match your criteria; they can also offer you a free headhunting service to source Managers for your home.

Furthermore, our consultants are commission based only, thus ensuring your peace of mind that they will do all they can to offer you a unique and professional service designed to optimise results.

We will advertise all of your vacancies free of charge to you on carefully chosen, care industry specific jobsites, local papers and on our own popular website.

We will do all of this for a one off fee from 9% of the annual salary only payable if and when we successfully place a Manager in your home. We will also provide you with a 9-week rebate facility designed as a "safety net" to ensure your peace of mind.

We offer to reference our candidates and provide you with copies of their certificates and ID on demand prior to their commencement date with you (please note that these are only standard references and most of our clients like to speak directly with previous employers to confirm the candidate's "Management style and capabilities").

You will also be required to carry out your own referencing in line with CSCI regulations.

Accompanying this letter is a copy of our Terms and Conditions, which will need to be signed and faxed back to our head office before we can assist you with your requirements.

Finally, we believe that part of our success is that we offer a unique, honest approach, and we never over promise to under achieve but will always endeavour to go the extra mile for you.

We are keen to develop a mutually beneficial relationship with yourselves, and if you should wish to discuss any aspect of our service, then please do not hesitate to contact us.

## Mission statement

- A Manager who wants to know how the residents are every day.
- Someone who wants to know and makes sure that they are individually being properly looked after.
- They want to know that the home is running the way it should 24/7 - not just Monday to Friday 9-5.
- A Manager who wants a "minimum" of a good inspection - and makes sure the standards are set to get it.
- They also think about and care about how much things cost.
- A Manager who wants to create a happy working environment for their staff - and ensure that they are properly and relevantly trained.
- They care about how the home is presented - both inside and out.

## But above all else...

- A Manager that would be happy to put their own mother or father in the home.

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## TERMS AND CONDITIONS

These are the standard Terms and Conditions of Point Nine Recruitment Ltd.  
Head Office, PO Box 236, Bexhill On Sea, East Sussex TN40 9EE

### 1. What “candidate”, “engagement”, “client” means in these Terms and Conditions.

In these Terms and Conditions “candidate” means the person who Point Nine Recruitment Ltd have introduced to you, “engagement” means: employment or use under a contract of service, under an agency, license, franchise or partnership or in a joint venture agreement or arrangement, “client” means you as a representative of your company, “Salary” includes all payments, bonuses, benefits in kind and any other payment arising from the engagement.

### 2. How you accept these Terms and Conditions.

You will accept these Terms and Conditions by interviewing a candidate introduced to you by Point Nine Recruitment Ltd.

### 3. How the Introduction Fee is calculated

3.1 The fee payable by you to Point Nine Recruitment Ltd for the introduction of a candidate who accepts an engagement is calculated as a percentage of the candidate’s anticipated annual salary at the start of the engagement.

3.2 Our fees are based on a sliding scale:  
9% on salaries under £25,000 per annum.  
12% on salaries on £25000 and under £40,000 per annum.  
15% on salaries of and over £40,000 per annum.

We will calculate this fee on annual salary plus any bonuses offered as part of the package and if a company car is offered it will be calculated as an extra £2,000 on top of the annual salary. THIS IS NON-NEGOTIABLE.

This may be varied in writing only, by a Director of Point Nine Recruitment Ltd.

3.3 The fee is payable for any engagement that takes place within six months of the introduction.

3.4 The fee remains payable if the candidate is engaged in a position other than the one originally intended.

All fees are exclusive of VAT.

### 4. When you have to pay the Introduction Fee.

4.1 The introduction fee must be paid within 14 days of the candidate’s start date.

4.2 You must notify Point Nine Recruitment Ltd immediately you engage a candidate whom we have introduced to you. You must also inform us of the agreed salary details, including any bonuses or benefits of any kind.

4.3 Failure to pay the fee within 14 days of the candidate’s start date will result in the loss of any rebate facility.

Point Nine Recruitment Ltd offer, the recovery of the debt in the courts and a claim for indemnity costs and interest.

4.4 Interest will be charged at the rate of 0.5% of the outstanding fee each week until the account is settled.

### 5. The suitability of Point Nine Recruitment Ltd candidates.

5.1 Point Nine Recruitment Ltd will make every reasonable effort to ensure that our candidates match your requirements.

5.2 It is up to you to satisfy yourself as to the suitability of the candidate and to take up any references supplied by the candidate and/or CRB or police checks before the engagement starts.

5.3 Neither Point Nine Recruitment Ltd nor

anybody acting on our behalf can accept liability for the accuracy of any information supplied in relation to candidates, whether this concerns employment history, qualifications, references or personal circumstances or any other matter whatsoever.

5.4 Point Nine Recruitment Ltd does not guarantee that a candidate is available to accept or complete any engagement.

### 6. Rebate Facility.

6.1 Point Nine Recruitment Ltd offer a rebate facility in the event that a candidate’s engagement with you should be terminated within the first 9 weeks of employment, but only where our normal Introduction Fee applies to the placement as detailed in section 3 of these Terms and Conditions.

6.2 The Rebate Facility is as follows:  
Free replacement up to 9 weeks from the start date or:

1-3 weeks 100% rebate,  
4-6 weeks 50% rebate,  
7-9 weeks 25% rebate.

6.3 Where notice to end the engagement is given, the relevant termination date for the purpose of this clause shall be the date upon which the notice expires.

6.4 If within 9 weeks of the termination, you re-engage the candidate or introduce them to any other person, firm, company, franchisee where they are subsequently engaged in a permanent or temporary position, you will have to pay Point Nine Recruitment Ltd the full Introduction Fee again.

6.5 Should you opt for the free replacement facility where the candidate has left within the first 9 weeks of employment, we will use every reasonable effort to find you a suitable replacement.

On successful replacement we will credit our original invoice and re-invoice you for the replacement. Should the replacement subsequently leave however there will be no rebate due to you.

6.6 To qualify for any rebate or free replacement you must notify Point Nine Recruitment Ltd in writing within 7 days of the termination, and you must have paid our Introduction Fee in accordance with the payment terms. (14 days from start date).

### 7. Introduction of a Point Nine Recruitment Ltd candidate to a third party.

7.1 The introduction of a candidate by Point Nine Recruitment Ltd is strictly confidential. You must not, directly or indirectly, transfer or introduce a Point Nine Recruitment Ltd candidate to any other person, franchisee, Company or firm where they are subsequently engaged in a Permanent or Temporary position.

7.2 If this happens you will have to pay Point Nine Recruitment Ltd the full Introduction Fee for the engagement. Point Nine Recruitment Ltd do not disclose any of our candidates contact details unless the candidate has given us permission.

### 8. Introduction of a Point Nine Recruitment Ltd candidate by another agency/company.

8.1 In the event that you would like to interview a candidate introduced to you by Point Nine Recruitment Ltd and the same candidate has also been introduced to you by another Employment or recruitment agency, business, or company you must inform us of when the

other agency submitted the CV to you. (Proof of this submittal must be provided). The same applies to a candidate who Point Nine Recruitment Ltd have introduced to you, who then applies to you directly.

8.2 If Point Nine Recruitment Ltd has indeed submitted the candidate’s CV to you first for any position given to Point Nine Recruitment Ltd then you must interview the candidate through us. It is strictly forbidden for you or any other person instructed by you to contact any of our candidates that we have introduced to you without our permission.

### 9. Liability for Loss or Damage.

Under no circumstances whatsoever is Point Nine Recruitment Ltd liable for any damage, loss or expense suffered or incurred by you or any other person, franchisee, firm or Company from the introduction or subsequent engagement of a candidate.

### 10. Legal Costs and Expenses.

You shall indemnify Point Nine Recruitment Ltd Limited against any costs, including legal costs, claims, damages and expenses incurred by Point Nine Recruitment Ltd Limited arising from or in any way connected with the introduction of the candidate to, or engagement of the candidate by you, or the withdrawal, by you, of a vacancy, or a breach of these Terms and Conditions.

Any variation to these Terms and Conditions must be in writing.

Please sign and fax **ALL** pages back to Point Nine Recruitments head office on **0871 433 5133** to enable us to work on your vacancy.

### I hereby accept these Standard Terms and Conditions:

Signature:

Full name:

Company:

Position:

Company registration number:

Date:

# PERMANENT VACANCY FORM

## Contact details

Your name:

Your company name:

Head office address:

Company website:

Head office telephone number:

Head office fax number:

Mobile number:

Your E-mail address:

## Please describe the ideal person for your vacancy

Use as much information as possible, as we will use this information to search our database. Candidates and advertise the vacancy for you.

Qualifications required:

Experience required:

Personal qualities:

## Vacancy details

Vacancy title:

Salary offered: *(Please put minimum and maximum figures)*

Name of place where vacancy held: *(Name of home etc...)*

Address where vacancy held:

Sector: *(Elderly, LD etc...)*

Number of beds: *(If residential or nursing homes)*

Name of any other agencies vacancy with:

## Payment details

Invoice contact:

Invoice address:

Telephone number:

Please print and fax this completed template and following terms and conditions back to head office on 0871 433 5133 or complete online at: [www.pointnineresultment.com](http://www.pointnineresultment.com)

Please tell us how you heard of us:

PLEASE NOTE: Whereas Point Nine Recruitment Ltd can provide you with contact details for candidate's referees as part of our service (when granted permission by the candidate), it is your responsibility as the client to apply directly for references and any other relevant checks (CRB, POVA, Police Checks etc). This is not our responsibility as indicated in our Terms and Conditions.

Point Nine Recruitment Ltd are currently the leading Internet based Social Care Management recruitment company who charge the most competitive fees in the UK. We would like to confirm that we do not negotiate on our fees and we will not arrange interviews or accept vacancies from clients who wish to negotiate.