

Terms and Conditions

SORTED Personal Management (“the agency”) undertakes business only under the following terms and conditions that are governed by and shall be constructed in accordance with the laws of England.

1. The agency offers a two month service guarantee from the start date of the candidate/s. If our candidate/s should leave a permanent position we will offer a free replacement. This guarantee only applies if clause 2 has been strictly adhered to.
2. When a placement has been confirmed an invoice will be issued to our client. This must be settled in full around time of the job commencement date for our service guarantee to be binding. For the avoidance of doubt, the invoice must be settled immediately at the start date of the candidate or at the latest within 14 days of the start date of the candidate.
The agency reserves the right to impose a backdated surcharge of 3% per month on overdue amounts.
3. If a placement or engagement arises between you (“the client”) and the applicant (“the candidate”) within one year of an introduction by the agency, the client agrees to accept these terms and conditions. The client must notify the agency of the engagement of a candidate.
4. All information is confidential and must not be passed to a third party either discreetly or indiscreetly. If information is passed to a third party and an applicant is engaged this will constitute a breach of our terms and a fee will be charged to the client.
5. Salaries are normally quoted net. The client is responsible for the applicant’s Tax and National Insurance contributions, obtaining work permits and satisfying any medical requirements or qualifications required by law.
6. The client undertakes to provide a contract of employment upon engagement. The contract should state agreed net salary, tax and national insurance contributions, duties, bonus, free time, paid holidays and should be signed by both parties.
7. While the agency endeavours to verify the background and references of all applicants introduced to the client before employment commences, we cannot guarantee that all information is accurate. The agency does not accept any liability whatsoever for misrepresentation, loss, damage, claims or expenses incurred by the client.
8. The client should therefore satisfy himself to the suitability, qualifications, capability and integrity and to take up any references before engaging the applicant. The final responsibility for accepting the applicant lies with the client.
9. The client will be invoiced with the appropriate fee + VAT. The introduction fees for the agency are below industry standard and are 20% of annual gross salary for the placement of staff with the following exceptions:
Overseas placements at 25% annual gross salary
Temporary placements in the UK at £150 per week per person irrespective of the hours the candidate works and billed for the whole known period in advance
10. If a placement results in a part time position (less than 40 hours per week) then the fee will be calculated on a pro-rata basis. Increases in the hours the candidate works per week must be notified to the agency and a fee is payable on the hourly difference between the candidate’s starting and new hours.
11. Normally there is no charge for a trial period if this is pre-agreed with the agency. If the client retains the candidate beyond the agreed period the agency reserves the right to charge the temporary fee for the whole period from the start of the candidate for the trial period and beyond.
12. If a temporary introduction results in a permanent placement the client will be liable to pay the full fee.

These terms are legally binding so please ensure that you are content to abide by them. By receiving these terms and conditions, and continuing to deal with SORTED Personal Management (whether employer, agent, accountant or representative) agree to the agency’s terms and conditions for the introduction of a candidate.