



Bentleys International Consulting Ltd

Management, ICT, Human Resources, Executive Selection, Training & Research
(Since 1976)

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SERVICE REQUISITION FORM (EXECUTIVE SELECTION & RECRUITMENT)

Name of Client _____ Date _____

Postal Address _____ Tel _____ Fax _____

Physical Address _____ Email _____

Name of Contact Officer _____

Position in Company _____

Job Title Vacant _____

No. of Similar Vacancies Available _____

Job Location _____ Job Holder Reports to _____

Probation Period _____

Duties/Responsibilities of Job Holder (attach sheet if you need more space) _____

Minimum academic level _____

Minimum professional qualifications _____

Experience required (No. of years) _____ Age guide _____

Salary guide (confidential) _____ Main fringe benefits _____

CONSULTANCY FEE:- We charge fees equal to 100% gross pay offered to the successful candidate.

Recruitment fee is payable immediately the employee reports to work. Minimum fee is **Kshs. 40,000/=** for employees earning less than **Kshs. 40,000/= p.m.**

CANCELLATION OF REQUISITION:- An administration fee of **Kshs. 15,000/=** is charged for cancellation of service officially requested for.

REPLACEMENT:- We guarantee to replace any of our candidates who get sacked or resign during the probation period free of charge. This shall only apply if the employer has not breached the employment contract by either failing to pay salary or a formally promised benefit. However, the client shall pay necessary advertisement.

V.A.T.:- Our service falls under VAT regulations. 16% VAT is levied for Recruitment fee.

Job Advertisement: Press advertisement will be placed upon client's consent and costs of such advertisement will be incurred by the client.

Designate officer of Client _____ Signature _____ Date _____

Our Company Representative _____ Signature _____ Date _____