



PRICE LIST

PERMANENT PLACEMENT FEES

Full Time Nanny (with qualification)	£350.00
Part Time Nanny (with qualification) (Under 20 hours per week)	£250.00
Full Time Mothers Help/Unqualified Nanny	£300.00
Part Time Mothers Help/Unqualified Nanny (Under 20 hours per week)	£200.00
Full Time Housekeeper/Nanny	£450.00
Part Time Housekeeper/Nanny (Under 20 hours per week)	£300.00
Domestic Help	£150.00

TEMPORARY PLACEMENT FEES

Full Time Nanny (with qualification)	£75.00 per week
Full Time Mothers Help/Unqualified Nanny	£65.00 per week
Part Time Nanny/Mothers Help	£55.00 per week
Full Time Housekeeper/Carer	£95.00 per week
Part Time Housekeeper/Carer	£75.00 per week
Maternity Nanny	£75.00 per week
Overnight Nanny	£75.00 per night
Special Events - Babysitting, Seminars, Conferences, Weddings, Company Creches, Exhibitions & Promotions (public holidays at time and a half)	£12.80 per hour
Domestic Help	£12.80 per hour

All of the above costs are subject to V.A.T. at the current rate of 17.5%.



TERMS OF BUSINESS

A non-refundable Registration Fee of £25.00 + V.A.T. is payable before we can commence any procedures towards submitting suitable candidates.

PERMANENT AND TEMPORARY STAFF

1. All business conducted by us in connection with the introduction of proposed permanent staff is transacted subject to these conditions and the conditions stated on this form shall prevail in the event of conflict with any other alleged conditions unless we agree to the contrary in writing.
2. The introduction by us of an applicant to an employer and the interview and/or engagement of that applicant by the employer shall be deemed acceptance of these terms and conditions of business by the employer.
3. The Company endeavours to ensure the suitability of applicants introduced to the client. The Company establishes references but it is essential that the Client establishes references concerning the applicant's skills, qualifications and general integrity. The Client shall be responsible for ensuring such qualifications as are required by Law and the Company does not warrant the applicant's suitability and/or qualifications.
4. The employer must notify us immediately an applicant is appointed.
5. The prospective employer shall pay us an introduction fee which is due and payable forthwith on the employees commencement of employment and shall be equal to the said fee together with V.A.T. at the appropriate rate.
6. Our guarantee is if the employee leaves within 14 days the total fee paid will be refunded and one replacement will be made if possible. If the employee leaves between two and four weeks of commencement of employment a refund of half the fee will be made. If the employee leaves between four and six weeks no refund will be made, but one replacement will be made if possible. All rebates apply only if the agency is informed before the expiry of the length of time stated.
7. The prospective employer will be charged and must pay us forthwith a full introduction fee in respect of any applicant introduced by us who is introduced to any other person, firm or company or someone else to whom that person, firm or company has introduced the applicant.
8. Should a member of our own temporary staff be engaged on a permanent or temporary basis either during or after temporary assignment, the employer so doing will be liable to pay our full introduction fee as referred to above.



Employers Registration Form

Name.....

Address.....

.....

..... Post code

Telephone (Home):..... (Work): (Mobile):.....

Your Occupation :..... Partner's Occupation.....

Nationality: Religion:

Nature of Position Required:

.....

From which approx. date do you require the applicant to start:

.....

Temporary or Permanent Position (if temporary, give details).....

.....

Is the post a full-time or part-time position

Residential or Non-Residential:

What accommodation is available if a live-in nanny is required?

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Details of children to be cared for –

Name	Age	Sex	School/Nursery attended
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.....
.....

Employees Hours of work

Days required

Employees Holiday entitlement:

Employees Salary/ Hourly Rate of Pay:

Do any of the children have any special needs/requirements?

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Do you have any other household staff?

Do you have any pets? (If yes, provide details)

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Any special dietary requirements of the family?

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What are the hobbies / interests of the children?

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Would you prefer a non-smoker?

Would you consider a smoker if they did not smoke in the house?

Do you require a car driver? Would you consider a non-driver?

Is there a car available for the nanny's use?

What duties will be required of your nanny?

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How did you hear about GEMS? Yellow pages / Internet / Friend / Flyer / Other.....

Print Name:

Signed:

Date: