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TERMS AND CONDITIONS OF BUSINESS

For the Introduction of
Permanent and Contract Staff
Directly Employed by the Client

Aviation Recruitment

2015

AVIATION-JOB.eu





**TERMS AND CONDITIONS OF BUSINESS
FOR THE INTRODUCTION OF PERMANENT AND CONTRACT STAFF DIRECTLY
EMPLOYED BY THE CLIENT**

1. DEFINITIONS

1.1. In these Terms of Business the following definitions apply:

“Agency”	means Aviation-Job.EU (company number 08161521) of Schuttersweg 12, 5081 PE Hilvarenbeek, The Netherlands;
“Applicant”	means the person introduced by the “Agency” to the “Client” for an Engagement including any officer or employee of the Applicant if the Applicant is a limited company and members of the Agency’s own staff;
“Client”	means the person, firm or corporate body together with any subsidiary company or associated company to whom the “Applicant” is introduced;
“Engagement”	means the engagement, employment or use of the Applicant by the Client or any third party on a permanent or temporary basis, whether under a contract of service or for services; under an agency, licence, franchise or partnership agreement; or any other engagement; directly or through a limited company of which the Applicant is an officer or employee.
“Introduction”	means the Client’s interview of an Applicant in person or by telephone following the Client’s instruction to the Agency to search for an Applicant; or the passing to the Client of a Curriculum Vitae (CV) or information which identifies the Applicant.
“Remuneration”	includes base salary or fees, guaranteed and/or anticipated bonus and commission earnings, allowances, inducement payments, and all other payments and taxable (and, where applicable, non-taxable) emoluments payable to or receivable by the Applicant for its Engagement on behalf of the Client.

- 1.2. Unless the context requires otherwise, references to the singular include the plural and references to the masculine include the feminine and vice versa.
- 1.3. The headings contained in these Terms of Business are for convenience only and do not affect their interpretation.
- 1.4. The Agency shall act as an intermediary between the Applicant and the Client and does not have any authority to bind the Applicant.
- 1.5. Unless otherwise specified, a reference to a statutory provision is a reference to that provision as amended, consolidated, extended or re-enacted from time to time (whether before or after the date of this Agreement) and to any subordinate legislation made under it.

2. THE CONTRACT

- 2.1. These Terms constitute the contract between the Agency and the Client and are deemed to be accepted by the Client by virtue of an Introduction to, or the Engagement of an Applicant or the passing of any information about the Applicant to any third party following an Introduction.
- 2.2. These Terms contain the entire agreement between the parties and unless otherwise agreed in writing by a representative of the Agency, these Terms of Business prevail over any other Terms of Business or purchase conditions put forward by the Client.
- 2.3. No variation or alteration to these Terms shall be valid unless the details of such variation are agreed between the Agency and the Client and are set out in writing and a copy of the varied terms is given to the Client stating the date on or after which such varied terms shall apply (for example an e-mail).

3. NOTIFICATION AND FEES

3.1. The Client agrees:

- a) To notify the Agency in writing immediately of any offer of an Engagement which it makes to the Applicant;
- b) To notify the Agency in writing immediately that its offer of an Engagement to the Applicant has been accepted and to provide details of the Remuneration to the Agency; and



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c) To pay the Agency's fee within 30 days of the date of invoice.

- 3.2. Except in the circumstances set out in clause 5.1 below, no fee is incurred by the Client until the Applicant commences the Engagement when the Agency will as soon as practicable render an invoice to the Client for its fees.
- 3.3. The Agency reserves the right to charge interest on invoiced amounts unpaid for more than 30 days at the rate of 4% of the gross fee for each month (or part thereof) for which the debt remains unpaid beyond the due date. Where the customer does not settle its debt with Agency within the terms agreed, Agency has the right to remove all discounts and revert to standard tariff.
- 3.4. Standard tariff for placements being 25% of annual gross salary.
- 3.5. In case of an exclusive agreement between the Client and the Agency the standard tariff will be 23% of annual gross salary.
- 3.6. The fee payable to the Agency by the Client for an Introduction resulting in an Engagement is calculated in accordance with the attached Fee Structure (see Table 1) on the Remuneration applicable during the first 12 months of the Engagement. VAT will be charged on the fee if applicable.
- 3.7. In the event that the Engagement is for a fixed term of less than 12 months, the fee in clause 3.4 will apply pro-rata. If the Engagement is extended beyond the initial fixed term or if the Client re-engages the Applicant within 6 calendar months from the date of termination of the first Engagement the Client shall be liable to pay a further fee based on the additional Remuneration applicable for the period of Engagement following the initial fixed term up to the termination of the second Engagement or the first anniversary of its commencement, whichever is the sooner.
- 3.8. If the Client subsequently engages or re-engages the Applicant within the period of 6 calendar months from the date of termination of the Engagement or withdrawal of the offer, a full fee calculated in accordance with clause 3.4 above becomes payable.
- 3.9. Where a candidate is introduced and engaged by a client and Terms of Business sent to the client via email or post, the contract will be deemed as being accepted even without returning signed Terms of Business.
- 3.10. Our minimum fee on permanent and part time placements is €1500. This fee applies only to any placement, resulting from CV referral.

4. REFUNDS

- 4.1. In order to qualify for the following refund, the Client must pay the Agency's fee within 30 days of the date of invoice and must notify the Agency in writing of the termination of the Engagement within 7 days of its termination.
- 4.2. If the Engagement terminates before the expiry of 4 weeks from its commencement a partial rebate of the introduction fee shall be paid to the Client in accordance with the scale set out in clause 11 of the fee set out in Table 1.
- 4.3. In circumstances where clause 3.6 applies the full fee stated in clause 3.4 is payable and there shall be no entitlement to a refund.

5. CANCELLATION FEE

- 5.1. If, after an offer of Engagement has been made to the Applicant, the Client decides for any reason to withdraw it, the Client shall be liable to pay the Agency a minimum fee of 10% of the Remuneration where the annual Remuneration is €20,000 or less and 15% of the Remuneration where the annual Remuneration is €20,001 or more.

6. INTRODUCTIONS

- 6.1. Introductions of Applicants are confidential. The disclosure by the Client to a third party of any details regarding an Applicant introduced by the Agency which results in an Engagement with that third party within 6 months of the Introduction renders the Client liable to payment of the Agency's fee as set out in clause 3.4 with no entitlement to any refund.
- 6.2. An introduction fee calculated in accordance with clause 3.4 will be charged in relation to any Applicant engaged as a consequence of or resulting from an introduction by or through the Agency, whether direct or indirect, within 6 months from the date of the Agency's Introduction.
- 6.3. Where the amount of the actual Remuneration is not known the Agency will charge a fee calculated in accordance with clause 3.4 on the minimum level of remuneration applicable for the position in which the Applicant has been engaged with regard to any information supplied to the Agency by the Client and/or comparable positions in the market generally for such positions.

7. SUITABILITY AND REFERENCES

- 7.1. The Agency endeavors to ensure the suitability of any Applicant introduced to the Client by obtaining confirmation of the Applicant's identity; that the Applicant has the experience, training, qualifications and any authorization which the Client considers necessary or which may be required by law or by any professional body; and that the Applicant is willing to work in the position which the Client seeks to fill.
- 7.2. At the same time as proposing an Applicant to the Client the Agency shall inform the Client of such matters in clause 7.1 as they have obtained confirmation of where such information is not given in paper form or by electronic means it shall be confirmed by such means by the end of the third business day (excluding Saturday, Sunday and any public holiday) following save where the Applicant is being



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proposed for a position which is the same as one in which the Applicant has worked within the previous five business days and such information has already been given to the Client.

- 7.3. The Agency endeavors to take all such steps as are reasonably practicable to ensure that the Client and Applicant are aware of any requirements imposed by law or any professional body to enable the Applicant to work in the position which the Client seeks to fill.
- 7.4. The Agency endeavors to take all such steps as are reasonably practicable to ensure that it would not be detrimental to the interests of either the Client or the Applicant for the Applicant to work in the position which the Client seeks to fill.
- 7.5. Notwithstanding clauses 7.1, 7.2, 7.3 and 7.4 above the Client shall satisfy itself as to the suitability of the Applicant and the Client shall take up any references provided by the Applicant to it. The Client is responsible for obtaining work permits and/or such other permission to work as may be required, for the arrangement of medical examinations and/or investigations into the medical history of any Applicant, and satisfying any medical and other requirements, qualifications or permission required by law of the country in which the Applicant is engaged to work.
- 7.6. To enable the Agency to comply with its obligations under clauses 7.1, 7.2, 7.3 and 7.4 above the Client undertakes to provide to the Agency details of the position which the Client seeks to fill, including the type of work that the Applicant would be required to do; the location and hours of work; the experience, training, qualifications, requirements and any authorization which the Client considers necessary or which are required by law or any professional body for the Applicant to possess in order to work in the position; and any risks to health or safety known to the Client and what steps the Client has taken to prevent or control such risks. In addition the Client shall provide details of the date the Client requires the Applicant to commence, the duration or likely duration of the work; the minimum rate of remuneration, expenses and any other benefits that would be offered; the intervals of payment of remuneration and the length of notice that the Applicant would be entitled to give and receive to terminate the employment with the Client.

8. SPECIAL SITUATIONS

- 8.1. Where the Applicant is required by law, or any professional body to have any qualifications or authorizations to work in the position which the Client seeks to fill; or the work involves caring for or attending one or more persons under the age of eighteen, or any person who by reason of age, infirmity or who is otherwise in need of care or attention, the Agency will upon the written request of the Client use its reasonable endeavors to obtain and provide the following:-
 - 8.1.1. Copies of any relevant qualifications or authorizations of the Applicant,
 - 8.1.2. Two references from persons not related to the Applicant who has agreed that the references they provide may be disclosed to the Client and has taken all reasonably practicable steps to confirm that the Applicant is suitable for the position.
- 8.2. If the Agency is unable to do any of the above it shall inform the Client of the steps it has taken to obtain this information in any event.

9. LIABILITY

- 9.1. The Client shall not under any circumstances hold or seek to hold the Agency liable for any loss, expense, damage, delay, claim, costs or compensation (whether direct, indirect or consequential and whether in respect of any Applicant or any third party) which may be suffered or incurred by the Client, any shareholder, officer, partner, proprietor, staff member, supplier or customer of the Client or in respect of any other third party arising from or in any way connected with the Agency seeking an Applicant for the Client or from the Introduction to or Engagement of any Applicant by the Client or from the failure of the Agency to introduce any Applicant and the Client shall keep the Agency fully and effectually indemnified in all such respects. For the avoidance of doubt, the Agency does not exclude liability for death or personal injury arising from any incident, accident or its own negligence.

10. LAW

- 10.1. These Terms and Conditions of Business are governed by the law of The Netherlands and are subject to the exclusive jurisdiction of the Courts of Breda, Noord-Brabant.



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11. FEES AND REFOUND STRUCTURE

11.1. The following refunds only applies in the event that the Client complies with the provisions of clause 4.1 of these Terms and Conditions of Business.

Agreement Type	Fee (based on annual gross salary)	
Exclusive Agreement (billing in 2 steps)	International (excluding Benelux) - 23% The Netherlands, Belgium and Luxembourg – 20%	
	Step 1 - 50% of fee, the Applicant has been accepted by the Client	Step 2 - 50% of fee, the Applicant signed contract and commenced duty
Refund (exclusive agreement only)	Applicant leaves within 1 month (4 weeks) - no invoice or a full refund will be provided. 100% refund	Applicant leaves in 2nd month (week 5 - 8) – step 2 will NOT be invoiced. 50% refund
Normal Agreement (no cure, no pay – billing at the date of placement)	International (excluding Benelux) - 25% The Netherlands, Belgium and Luxembourg – 22%	
Refund (normal agreement only)	Applicant leaves within 1 month (4 weeks) - 40% of introduction fee	
CV – Referral	€1500 (This fee applies only to a successful placement)	

Table 1.

11.2. Where the Applicant leaves during the first 8 weeks of the Engagement, a refund will be given in accordance with our refund guarantee (Table 1, clause 4).

11.3. There will be no refund where the Applicant leaves during or after the 8th week of the Engagement, except exclusive agreement only.

I confirm that the information supplied to Aviation-Job.EU may be used for recruitment and consulting purposes and that Aviation-Job.EU can advertise vacancies on my behalf. I confirm that I am duly authorized to acknowledge and accept the Terms and Conditions of Business for the supply of directly employed permanent or contract aviation personnel.

Authorized Signatory on behalf of the Client

DATE:

DATE: _____

SIGNED:

SIGNED: _____

NAME:

NAME: _____

FOR: Aviation-Job.EU

FOR: _____