



235 Jan Smuts Avenue
Parktown North 2193
Tel - 011 880 - 4647
Cell - 073 683 - 4100
Fax - 011 447 - 0352
domesticdyn@polka.co.za

Thank you for choosing Domestic Dynamics as your preferred domestic worker placements organisation - our primary focus is the selection, screening and placement of **skilled** domestic workers in **fulltime or parttime employment**.

All placement candidates undergo the following screening process prior to placement:

- ID Book – to ascertain S.A Citizenship or work permit
- Previous work references verified
- Intensive interview and assessment process to '**match**' prospective employees to EMPLOYER REQUIREMENTS

In order to assist Domestic Dynamics in selecting the MOST SUITABLE CANDIDATE the **PLACEMENTS PROCEDURES and CONDITIONS** are as follows -

1. The **EMPLOYER REQUIREMENT FORM** needs to be completed - this could be done **telephonically**, or alternatively please complete and return this by either **faxing** or **emailing** it to us.
2. We undertake to communicate our ability to **ASSIST you within 2 WORKING DAYS** from receipt of this information.
3. A **minimum** of three (3) possible candidates will be available for your consideration.
4. A suitable INTERVIEW TIME will then be scheduled at our offices where you can look at the DOMESTIC WORKER PROFILES and decide which candidate you like to consider. (You may interview as many candidates as you want to find a suitable one)
5. At the **INTERVIEW** a non-refundable interview fee is due; this will be offset against the TOTAL PLACEMENT FEE
6. When a suitable candidate has been decided on i.e. **the selection decision has been made** the PLACEMENT FEE becomes due, **prior to commencement of employment**.
7. Domestic Dynamics will provide you with; The Contract of Employment as required by the Department of Labour, as well as registering your Employee for UIF.
8. Domestic Dynamics offers the possibility of a **REPLACEMENT EMPLOYEE** within a **3 months period** from commencement of employment, **at no additional charge**, should the first placement be found unsuitable and the Employment Conditions have been followed.

Hoping the above meet with your expectations.

We look forward to being of service to you.

Kind Regards,

Domestic Dynamics Management.

'We only want the BEST'