Kindly Complete and send back the form before placement

|  |  |
| --- | --- |
| **We are happy to be off service,****How did you hear about our service?** |  |
| **Date Form submitted** |  |
| **Personal Details:**1.Full Names |  |
| 2.E-mail address3.Contact Details: landline and cell number |  |
| 4.Home Address Suburb and Province |  |
| **Tell us about your Family** |  |
| Number of Adults in the household, number of kids and ages, |  |
| Do you have pets? Do you expect her to clean and feed them?(*Note that they don’t like it)* |  |
| Does anyone have special needs or disability? |  |
| Do you need a Housekeeper/nanny or a once off cleaner? |  |
| For NanniesDo you expect her to sleep with an infant?Does the baby have a routine?Will nanny be taking baby for immunisation?Will she administer medication?Kindly note that we offer full courses (Infant care, child minding and child safety) at a separate fee should you wish them to attend at a later stage. |  |
| Describe the workers quarters and amenities |  |
| **Tell us about your House:**Type of dwelling(Free standing House ,Estate Accommodation, Townhouse, or Flat)Access: Please indicate if the helper needs identification documents for gate accessSize of House:Number of rooms that need cleaning, including pantry, home office, all bathrooms and laundry room (no of stories? lots of stairs very big or small) Please mention all rooms and areas around the house to be cleanedNationality Preference and reason Lesotho Citizen, South African (very few) or Zimbabwean  |  |
| Do you need her to cook? If yes will you guide her?Does the helper share meals with you or is she expected to cook her own meals?Note that we offer cooking classes for a fee of R1750 (10 dishes for 2 Saturdays per month) should you wish your helper to attend at a later stage.Please mention all appliances she will be using,Hoover,dishwasher,smoothy maker, air fryer ,clothing steamer ,washing machine, griller etc. |  |
| Is the Job sleep in or live out? When should we schedule the interview? (Interviews can be virtual or in person )When do you want her to start?How often can you give her time off? Once a month or every second week (Please note we accommodate for ladies if they don’t have relatives and during training? |  |
|  **What is the salary offer?****On which date will you pay her.(15th,25th 30th or 31st)****Salaries are based on your needs/requirements/ expectations VS ladies experience and skills*****(guidelines as set out by The Department Of Labour)OR Check Basic Salary for Domestic Workers From15 February 2022 Departments Website:*** **(Please note that housekeepers have to pay a once off fee for services provided from their 1st month, kindly assist in transferring for her on her salary date into the)** ***Based on the above requirements provided we will try to match your specifications with the ladies available.*** | R Salary Date |
| Please sign to confirm that you we can rely on you to deposit after : |
| * ***Please add if there is anything else you need us to note when processing your application.***
* ***(Optional) Please share your experience with your previous helper to assist us in trying to avoid a repeat***
 |  |
| ***Would you like to have a telephonic conversation to discuss your needs before placement?*** |  |
| ***If we cannot do a match we will communicate within 48 hours.*** |  |

**Placement Fee Packages**

**An interview fee of R200 is due for all interviews, should you employ a helper it will be part of the placement fee.**

**1. R650 for Entry level (2 Month guarantee)**

**2. R1000 for Basic Skills (4Months guarantee)**

**3. R1400 for Advanced 1 (6 Months guarantee)**

**4. R2000 for Executive (8 months guarantee) they are not always available**

**Our Package includes:**

1. **A trained helper**
2. **A temp when she goes on leave**
3. **Feedback template that should be completed for performance assessments**
4. **Contract of Employment after 3 months’ probation**
5. **Retraining of the lady should there be any trainable gaps based on your feedback**
6. **Editable Work schedule for her time management and proper organising of your home.**
7. **Ice Breaker tool that should be used during orientation.**
8. **We offer Temps during Easter and December holidays (if your guarantee has lapsed a fee of R500 becomes due)**

**PS: Ladies are trained on Basic training theory, practicals**

 **We offer full Training Courses at a fee:**

* **Housekeeping Courses**
* **Cooking Skills for group ,child minding and safety around the house**
* **First Aid**
* **Nanny Courses**

 **Application will be processed in 48 hours by administrators after receiving your full specification.**

 **An interview will be coordinated between you and the three candidates**

**Payment options:**

 **EFT transfer, Direct deposit, Card less deposit (ewallet, Standard Bank Voucher, ABSA Cash Sent) Number to be**

**Used 0769951923 (Please use any method or bank that’s convenient for you)**

**FNB ACCOUNT: Account Name: Mrs Nonkululeko Mogotsi, Acc No: 62737491267, Branch: Maponya Mall**

**ABSA Account: Account Name: NI Mogotsi, Acc No: 9311352466, Branch: Protea Gardens, Branch Code: 6089**

 **STANDARD BANK: Account Name: NI Mogotsi, Branch: Trade Route Mall, Code: 007260**

**CAPITEC ACCOUNT: Account Name: NI Mogotsi, Acc No: 1674477498, Branch: Signate Terrace**

**Branch Code: 470010**

**MERCANTILE BANK: Account Name: IINTOMBI DOMESTICS AND CORPORATE DELTA SERVICES (PTY) LTD**

**Acc No: 1051013119, Branch: COMARO CROSSING, Branch Code: 450305**

**NEDBANK: Account Name: Nonkululeko Mogotsi, Acc No: 1201460131, Branch: Mall of the South, Branch Code: 198765**

**PLEASE USE OF NAME AS REFERENCE**



 **Our Terms and Conditions**

**The following Terms and Conditions shall apply for all full time and part time placements:**

1. Iintombi Services Placement Fee is due after selecting an interviewed candidate and have decided to use services on the day of placement before an employee can be released.
2. The helper had attended Iintombi services basic job readiness skills programme that has 10 modules on credit, an amount of R1000 from the helpers first salary should be paid by the employer on her salary date stipulated by the employer, proof of payment should be sent to both the agency (email or WhatsApp) and the helper (WhatsApp or given directly for her records)
3. Candidates Passports or ID’s are available on request, please get permission from the helper should you wish to keep it.If it is needed for gate access please inform us before the helper comes through.
4. We need to be made aware of changes and additions in the job description and working conditions should there be any during her/his employ with you.
5. We will not be liable for, broken items due to negligence by the employee, please orientate ladies, use Ice Breaker documents as part of orientation and relationship building.
6. For both you and the agency’s comfort please check bags (ladies are discouraged from using muthi ,smoking and drinking alcohol )
7. Iintombi Services offers a guarantee from the initial placement day, as per your choice of package .We will replace when there's attitude problems that can't be trained. Dishonesty of any nature will not be tolerated.
8. All helpers are on 90 days, probation.
9. Please sign a contract of employment.
10. Candidates should always work and adhere to Iintombi Services standards, clients are encouraged to communicate any change in behaviour.
11. The placement fee is not refundable, but in the event that the appointed candidate leaves the clients employment within the guarantee period for reasons other than retrenchment, unfair dismissal, or a change in employment terms. Iintombi will replace at no charge. Iintombi services should be given 3 days to place a suitable replacement candidate, a temporary helper can be provided while sourcing (optional)
12. The client is responsible for full payment of any placement fee and not deduct it from the employer.
13. Borrowing money to your helper is risky, we do not encourage it
14. Kindly inform Iintombi Services if there are pets or any animals in case the helper is allergic or afraid look after or share space with them.
15. Prospective clients should not offer employment to helpers during an interview or while working as temporary housekeepers without informing Iintombi Services ,should this happen full Placement fee will be levied
16. Feedback should be provided in writing on WhatsApp or emailed to nonkululeko@iintombiservices.com during probation
17. Feedback sessions and or retraining will happen on the First Saturday of the month.

**We Value and Appreciate working with you**

 **Warm Regards,**

 **Mrs Nonkululeko Mogotsi**