

Martine Staff (Guernsey) Ltd –

Recruitment Terms and Conditions

1. Introduction

Martine Staff (Guernsey) Ltd ("we", "our", or "us") is a Guernsey-based recruitment agency specialising in both local and international recruitment. We provide staffing services across a wide range of sectors, including but not limited to Accountancy, Banking, Boat Building, Compliance and Risk Management, Construction, IT, Education, Facilities, Fund Services, Health and Social Care, Agriculture, Hospitality, Insurance Services, Law and Legal Services, Private Wealth, Offshore Funds, Retail and Warehousing, Transport etc.

By engaging with our services, both **candidates** and **employers** agree to the following terms and conditions.

2. For Candidates

2.1 No Recruitment Fees

Martine Staff (Guernsey) Ltd does **not charge any recruitment fees** to international or local candidates for securing employment opportunities.

2.2 Optional and Legally Permissible Charges

While we do not charge for recruitment services, the following **optional** and **legally permitted** charges may apply to international candidates. These charges are strictly for the services listed:

Optional Fee	Description	Payable by Candidate?
Document Handling/Admin Fee	For optional processing of visa-related or support documents	Yes (optional)
CV Enhancement or Translation Services	Professional CV rewriting, translation or formatting (on request)	Yes (optional)
Interview Coaching/Training	Pre-employment training or coaching workshops (optional and disclosed)	Yes (optional)
Travel or Accommodation Arrangement	Optional support with booking travel or temporary housing (at cost price)	Yes (optional)
Certification or Compliance Checks	Optional assistance with obtaining work-related certifications or licences	Yes (optional)

Note: These fees will **never be a condition of employment**.

2.3 Transparency & Consent

All fees will be disclosed in advance prior to any chargeable services being provided. Receipts and breakdowns will be issued for all payments.

3. For Employers

3.1 Recruitment Fees

Employers engaging Martine Staff (Guernsey) Ltd for recruitment services are subject to **placement fees**, payable **only upon successful recruitment** of a candidate.

Service Type	Fee Type	Description
Permanent Placement	One-time Placement Fee	Payable upon signing of employment contract by the candidate
Temporary/Contract Roles	Hourly/Fixed-Term Agency Fee	Based on agreed billing terms and duration of engagement
Executive Search	Custom Fee Arrangement	Tailored fee structure depending on complexity and role seniority

Details of all fees will be specified in a written agreement with the employer before commencement of recruitment services.

3.2 Refund & Replacement Guarantee

In most cases, if a candidate leaves within a pre-agreed probationary period, we may offer:

- A free replacement candidate search
 - Or a partial refund, depending on contract terms
-

4. General Provisions

4.1 Equal Opportunity

Martine Staff (Guernsey) Ltd is committed to fair recruitment practices. We do not discriminate on the basis of race, religion, gender, sexual orientation, age, or nationality.

4.2 Data Protection & Confidentiality

All personal and employer data is handled in accordance with **The Data Protection (Bailiwick of Guernsey) Law, 2017** and applicable GDPR requirements. We only share information with relevant parties for the purpose of recruitment and employment processing.

4.3 No Guarantee of Employment

While we aim to secure suitable employment opportunities for our candidates, Martine Staff (Guernsey) Ltd does not guarantee job placement.

4.4 Governing Law

These terms and conditions are governed by the laws of the **Bailiwick of Guernsey**. Any disputes arising shall be subject to the exclusive jurisdiction of Guernsey courts.

5. Contact Us

If you have any questions or require clarification on these Terms and Conditions, please contact:

Martine Staff (Guernsey) Ltd

Suite 3, 1st Floor, Norman House

South Esplanade, St Peter Port, Guernsey

Tel: 01481 726406 | Email: info@martinestaff.com

Website: www.martinestaff.com / www.martinegsy.co.uk / www.homecareguernsey.gg