

## SVHome Responsibilities

The present contractual conditions apply to the service delivered by SVHome to the client, that result in the contract between the candidate and the client. As soon as the warranty period ends the SVHome obligations come to an end.

1 – The service provided by SVHome begins with the process opening and terminates with the choice and candidate placing. The value for the process opening is 25€ (without VAT), and should be paid since on the day of the first candidate interview.

The SVHome fee does not include the employee salary.

This payment is a client obligation and should be paid on the first working day of the candidate.

2- Client and candidate information in our data base is strictly confidential.

3 – The candidate selection is based on creatious choice and references are always checked.

4 – The value to be paid to the agency, all in one time, is the equivalent of a one-month gross salary (food allowance and transportation included) and should be paid on the first working day of the candidate (without VAT).

a. Warranty period – the warranty period of the employee is 120 calendar days for jobs in Portugal and 30 calendar days for jobs abroad, in a maximum of 4 candidates. During that period, in case of breach of contract from either part, SVHome will replace the employee with no extra cost.

b. The warranty period starts on the first working day of the first candidate and will only be accepted for the **same kind of contract** and if the **total payment has been done**. Passed that period it will be charged a new fee, in case a substitution is asked.

c. SVHome will provide all the necessary documents needed for the contract (contract draft and Social security forms) and will help with all the bureaucratic part with no additional cost.

5 – The working contract is signed by the employee and the client. SVHome is just the mediator of the contract.

6 – The SVHome fee for holiday employed or temporary work in Portugal is 150€/week (without VAT). For holiday employed or temporary work abroad the fee is 50% of the agreed salary.

If the client decides to keep the employee for a longer period (eventually as effective), SVHome has to be informed. In this case it will be charged the value equivalent to the new working period.

7 – The SVHome fee when contracting an employee will never be less than 150€ (minimum value of the holiday fee).

8 – If the Client makes a one-day experience with the candidate he will have to pay a fee of 50€ to SVHome.

**SVHome does a rigorous selection of the candidates, however cannot be responsible for any moral, physic or material damage imputable to the chosen candidate.**

**SVHome does not return fees in any circumstance.**



## Client Responsibilities

- 1 – To inform SVHome of the candidate interview result, as well as the final choice.
- 2- Quality warranty – The client should inform the agency, maximum in 120 calendar days, in case of not being happy with the candidate, in order so restart a new selection process.
  - a. The quality warranty applies to services paid in the first working day of the candidate.
- 3 – It is client responsibility to inform SVHome of the beginning of the candidate work. In case of the agency not to be informed, it will be considered that the first working day is one week after the interview and the agency fee should be paid immediately.
- 4 – It will be considered as a new client (with extra costs to be supported by the client), if in the process of recruitment, the client informs a third party about any of the candidates presented by SVHome.
- 5 – In international contracting the traveling, visa, vaccines and documentation costs are client responsibility and should be paid by the client.
- 6- The SVHome fee, equal to one-month candidate salary, should be made until the first day of work of the employee by bank transfer to:

**NOVO BANCO** – Susana Gomes Pereira Correa Villa


IBAN PT50 0007 0000 0003 6619 8292 3

BIC/SWIFT: BESCPTPL

In accordance with the new terms of the General Data Protection Regulation, starting on the May 25th 2018, we kindly ask you to inform if you don't authorize SVHome to send communications via email.

I declare that I have become aware of the above conditions,

**SVHome**

  
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Susana Gomes Pereira Correa Villa

**Client**

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