



CLIENT STAFF REQUEST FORM RECRUITMENT, EXECUTIVE SEARCH & WORKFORCE SOLUTIONS

SECTION 1: CLIENT DETAILS

Company Name: _____

Trading Name: _____

Industry Sector:

- | | | |
|--|---|---|
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Engineering | <input type="checkbox"/> Call Centre / BPO |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Agriculture | <input type="checkbox"/> Government |
| <input type="checkbox"/> FMCG | <input type="checkbox"/> Security | <input type="checkbox"/> NGO / NPO |
| <input type="checkbox"/> Healthcare | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Property & Facilities Management |
| <input type="checkbox"/> Hospitality | <input type="checkbox"/> Telecommunications | <input type="checkbox"/> Automotive |
| <input type="checkbox"/> Tourism & Travel | <input type="checkbox"/> Financial Services | <input type="checkbox"/> Energy & Utilities |
| <input type="checkbox"/> Logistics & Transport | <input type="checkbox"/> Banking | <input type="checkbox"/> Pharmaceutical |
| <input type="checkbox"/> Warehousing | <input type="checkbox"/> Insurance | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Legal Services | |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Education & Training | |

Company Registration Number: _____

VAT Number: _____

Physical Address: _____

Branch / Site Location: _____

Contact Person: _____

Designation: _____

Telephone: _____ Email: _____

SECTION 2: RECRUITMENT REQUIREMENT

Position Title: _____

Department: _____

Number of Employees Required: _____

Employment Type:

- Permanent
- Fixed-Term Contract
- Temporary
- Casual
- Seasonal
- Internship
- Learnership
- Graduate Programme
- Executive Appointment

Recruitment Type:

- New Position
- Replacement Position
- Business Expansion
- Project-Based Requirement
- Bulk Recruitment
- Succession Planning

Urgency Level:

- Immediate
- Within 30 Days
- Within 60 Days
- Within 90 Days

Expected Start Date: _____

SECTION 3: JOB DESCRIPTION

Purpose of Position: _____

Key Responsibilities: _____

Reporting To: _____

Direct Reports: _____

SECTION 4: MINIMUM REQUIREMENTS

Minimum Qualification:

- Grade 12
- Certificate
- Diploma
- Degree
- Postgraduate Qualification
- Trade Qualification
- Professional Registration
- Other

Specify: _____

Years of Experience Required:

- Entry Level
- 1–2 Years
- 3–5 Years
- 5–10 Years
- 10+ Years

Technical Skills Required: _____

Software / Systems Experience: _____

Licences / Certifications Required: _____

SECTION 5: REMUNERATION

Salary Range: R_____ to R_____

Benefits Offered:

- | | |
|---|---|
| <input type="checkbox"/> Medical Aid | <input type="checkbox"/> Cell Phone Allowance |
| <input type="checkbox"/> Pension / Provident Fund | <input type="checkbox"/> Housing Allowance |
| <input type="checkbox"/> Bonus | <input type="checkbox"/> Overtime |
| <input type="checkbox"/> Commission | <input type="checkbox"/> Shift Allowance |
| <input type="checkbox"/> Vehicle Allowance | <input type="checkbox"/> Other |

Specify: _____

SECTION 6: WORKING CONDITIONS

Work Location: _____

Work Arrangement:

- Office Based
- Hybrid
- Remote
- Site Based

Working Hours: _____

Shift Work:

- Yes
- No

Weekend Work:

- Yes
- No

Travel Requirements:

- None
- Local
- National
- International

SECTION 7: CANDIDATE PROFILE

Preferred Age Group: _____

Languages Required: _____

Gender Preference (if legally justifiable): _____

Behavioural Competencies Required:

- Leadership
- Teamwork
- Communication
- Customer Service
- Problem Solving
- Analytical Thinking
- Attention to Detail
- Time Management
- Negotiation
- Sales Ability
- Adaptability
- Strategic Thinking

Other: _____

SECTION 8: SECTOR-SPECIFIC REQUIREMENTS

Healthcare:

- HPCSA Registration
- SANC Registration
- Medical Clearance

Construction:

- SACPCMP Registration
- Trade Test
- OHS Compliance

Mining:

- Medical Fitness
- MHSA Compliance
- Underground Experience

Security:

- PSIRA Registration
- Firearm Competency
- Criminal Clearance

Transport & Logistics:

- Code 10 Licence
- Code 14 Licence
- PDP
- Fleet Management Experience

Education:

- SACE Registration
- ETDP Experience
- QCTO Experience

IT:

- Microsoft Certifications
- Cisco Certifications
- Cloud Certifications
- Cybersecurity Certifications

Finance:

- SAICA
- SAIPA
- CIMA
- CFA

SECTION 9: B-BBEE & EMPLOYMENT EQUITY

Does this role contribute towards Employment Equity targets?

- Yes
- No

Employment Equity Category: _____

B-BBEE Considerations: _____

SECTION 10: RECRUITMENT SERVICES REQUIRED

- Candidate Sourcing
- Headhunting
- Executive Search
- Skills Testing
- Psychometric Assessments
- Competency Assessments
- Qualification Verification
- Criminal Checks
- Credit Checks
- Medical Assessments
- Background Screening
- Bulk Recruitment
- International Recruitment
- Temporary Employment Services (TES)
- Reference Checks

SECTION 11: DOCUMENTS TO BE PROVIDED

- Job Description
- Organogram
- Employment Contract Template
- Company Profile
- Employment Equity Plan
- Salary Structure
- Workplace Policies

SECTION 12: CLIENT APPROVAL

I confirm that the information provided is accurate and authorise ConsultingAfrica to commence recruitment activities.

Authorised Representative: _____

Designation: _____

Signature: _____ **Date:** _____

CONSULTINGAFRICA USE ONLY

Request Number: _____

Consultant Assigned: _____

Date Received: _____

Target Candidate Submission Date: _____

Status:

- Open
- In Progress
- Candidate Shortlisting
- Interview Stage
- Offer Stage
- Placement Completed
- Closed