GTA TALENT

Placement Confirmation Form

Complete when a candidate accepts an offer. This records the final placement details, fee and rebate dates.

PLACEMENT RECORD	
Placement reference	
Confirmation date	
Garage / company	
Garage contact	
Candidate name	
Job title	
Workplace location	

AGREED EMPLOYMENT DETAILS	
Employment type	☐ Permanent full-time ☐ Permanent part-time ☐ Other:
Confirmed start date	
Starting salary	£ per annum
Hourly rate (if applicable)	£ per hour Contracted hours:
Working pattern	
Probation period	
Other agreed benefits	

OFFER & ACCEPTANCE CHECK	
Offer made	Date: By:
Candidate accepted	☐ Yes Date accepted:
Acceptance evidence	☐ Email ☐ Written contract ☐ Verbal confirmation ☐ Other
Pre-employment checks	☐ Complete ☐ In progress ☐ Not required Details:
Offer conditions	

IMPORTANT

Tell GTA Talent immediately if the start date, salary, hours, job title or acceptance status changes, as this may affect the invoice and rebate dates.

FEE, REBATE & SIGN-OFF

Confirm the final commercial record against the signed SLA and Agreed Fee Confirmation Form.

RECRUITMENT FEE	
Fee Confirmation reference	
Fee basis	☐ Fixed fee ☐ Percentage of starting salary
Agreed fixed fee / rate	
Final fee excluding VAT	
VAT	
Total including VAT	
Invoice date	
Payment due date	

EIGHT-WEEK REBATE RECORD	
Candidate start date	
Eight-week period ends	
Maximum eligible rebate	50% of the recruitment fee excluding VAT, subject to the signed SLA
Replacement guarantee	None

REBATE TERMS

If the candidate's employment ends within the first eight weeks, the garage may be eligible for a 50% rebate in accordance with the signed Service Level Agreement. Eligibility is not automatic and all SLA conditions, including notification and payment requirements, must be met.

GARAGE CONFIRMATION	
Confirmation	☐ The candidate has accepted the position on the terms recorded above
Commercial record	☐ The fee and rebate information agrees with the signed GTA Talent documents
Garage representative	Name: Job title:
Signature / date	Signature: Date:

GTA TALENT CONFIRMATION	
Consultant	Name: Date:
Invoice requested	☐ Yes Date sent to finance:
Tracker updated	☐ Placement ☐ Invoice due ☐ Eight-week expiry
Notes	

DOCUMENT STATUS

This form records the placement details only. It does not replace or amend the signed Service Level Agreement or Agreed Fee Confirmation Form; those documents take priority if there is any inconsistency.