



Dear Sir/Madam

STUDENT RECRUITMENT

Thank you for contacting The Open Window with this job opportunity for our students. We will endeavour to find the best suited available candidates for this position.

Please note the following recruitment options we offer:

Option A : Student contact information plus sample portfolio

We will supply you with some portfolio work done by the students for you to view before the actual interview takes place. This will speed up as well as simplify your selection process.

Information provided	Option number	Number of students	Fee
Name, contact details, and a sample portfolio done by the student/s	(1)	1 - 5	R 600.00
	(2)	6 - 10	R 1,200.00
	(3)	11 - 15	R 1,800.00

If Option A is selected, please note the copyright law:

- *The copyright of projects that are created as practical outcomes at The Open Window (Pty) Ltd trading as The Open Window School of Visual Communication (TOW) or as part of the academic program requirements of TOW is held by the institution and all rights are reserved.*
- *Copyright of projects created by the students outside the curriculum requirements is held by the creator of the work and all rights are reserved.*
- *No part of the sample portfolio may be used, reproduced, stored in a retrieval system, or transmitted in any form or by any means without permission of the copyright holder.*

Option B : Student contact information

We will provide you solely with the student's name and contact details:

Information provided	Option number	Number of students	Fee
Name and contact details	(1)	1 - 5	R 250.00
	(2)	6 - 10	R 500.00
	(3)	11 - 15	R 750.00

Placement

Should any student whose contact details were supplied in terms of either option A or B be offered a permanent position with the Client, a placement fee of 5% of the student's annual salary will be charged and is payable within 30 days of the student's commencement of employment with the Client.

PROCESS

1. Please complete the placement briefing form, stipulate your preferred option and fax the form to 012 470 8688 or e-mail to emelia@openwindow.co.za.
2. Upon receiving the completed form, we will source suitable candidates and contact you to confirm that we do have students available or to inform you that we can't comply with your request.
3. Please pay the recruitment fee as per your selected option. Our banking details are as follows:

Account holder:	The Open Window
Bank:	Absa
Account number:	2310 172 521
Branch code:	63-03-45
4. Please fax the proof of payment to Emelia de Beer on 012 470 8688 or e-mail to emelia@openwindow.co.za.
5. **Please don't make a payment** before receiving confirmation that we do have students available for the position.
6. Upon receiving proof of payment we will send you the required information.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Emelia de Beer

PLACEMENT BRIEFING FORM

Student Information Option: (please indicate your choice with an X)

OPTION A	1	2	3
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OPTION B	1	2	3
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Company details ("The Client")

Company Name	
Company Registration Number	
Company VAT Number	
Physical address	
Contact name & surname	
Tel/cell number	
E-mail address	
Designation	
Signature	

Job specifications

Job title		
<input type="checkbox"/> Part time	<input type="checkbox"/> Full time	<input type="checkbox"/> Project based
Responsibilities		
Technical requirements (software programs)		
Starting date		
Remuneration		

Accepted by The Open Window (Pty) Ltd	
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