

IMPORTANT INFORMATION FOR EMPLOYERS

CENTRAL OFFICE: 2nd Floor, Cape Town Science Centre,
370B Main Road, Observatory
Tel 021-448-5828 Fax 086-659-3292

E-MAIL ADDRESS: info@dreamworker.org.za

WEBSITE: www.dreamworker.org.za

Thank you for approaching DreamWorker to help you with your staffing needs. Following are some important facts pertaining to our programme:

DREAMWORKER IS A COMMUNITY SERVICE:

- We do not charge any fees to our employees. Whatever employees earn is theirs to keep.
- We rely entirely on donations and grant funding.

AS THE AGENT FACILITATING EMPLOYMENT, WE WILL:

- Prescreen and personally interview all applicants, offering only the best possible candidates for the job.

 (Our candidates are all loaded onto a detailed database, which allows us to source as close as possible to your requirements.)
- Do reference follow-ups where possible.
- Keep copies of all ID documents/passports on file.
- Prepare a one page profile for each potential candidate.
- Get back to you with candidates as soon as we can – please remember we are an NGO and we have limited staff to complete the work.
- Set up the interview at a place and time that suits you.

PLEASE REMEMBER WE ARE THE AGENTS, NOT THE EMPLOYERS:

You, as the employer will be required to:

- Pay your employee directly (casual workers) on the day of work/at the end of the period of casual employment.
- Negotiate suitable hours of work/lunch hour and set the terms and conditions upfront.
- Call the office, not the employee to book any further days for casuals. This way we can carefully log our workdays for our funders and reporting systems.

- Structure an agreement between you, (permanent staff), including working hours, payment dates, benefits, leave accrued etc. (We suggest you draw up a suitable contract or letter of appointment for domestic workers, in which the above details are clearly outlined).
- Register your employee for UIF. This amounts to 2% of their monthly wage. All employees working for more than 24 hours per month for an employer must be registered for UIF. Full details are available on www.labour.gov.za.
- Call the office to advise if staff are no longer in your employ, so we can adjust our workdays records.

WE CANNOT BE HELD RESPONSIBLE FOR EMPLOYEE ISSUES

- DreamWorker, as the agent of work facilitation, will do our very best to source our top candidates for the position.
- We cannot, however be held responsible for any issues that may arise between you and your employee, including absenteeism, damages, health issues etc.

WE DON'T CHARGE FEES BUT DONATIONS WOULD BE MOST APPRECIATED!

DreamWorker is a non profit organisation (Section 21) and relies entirely on donations or grant funding.

If you are happy with your employee and would like to make a donation towards the continuation of our work, we would be most grateful.

We are a PBO so all donations are 100% tax deductible.

Payments can be made to:

Account Name:	DreamWorker Employment
Account Number:	1676-038-892
Bank:	Nedbank
Branch:	Hout Bay
Branch Code:	167-609
Reference:	Please use your name as a reference

PLEASE HELP US MAKE OUR DREAM COME TRUE!

Please refer as many friends and colleagues to our organisation as you can.

By employing someone through our programme, you are helping us make our own dream come true – *to really get South Africa working!*

PBO 930 031 522
NPO 081-948-NPO
BEE LEVEL 4

DREAMWORKER
 working for the unemployed