

Hope & Help Agency, Inc.

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JOB ORDER

Date: _____ Prospective Client's Name: _____

Address: _____

Telephone Numbers: home: _____ Cell: _____ Work: _____

E-mail address: _____

Type of Position: Elder Care Babysitting Nanny Housekeeper

Position Offered: Full Time Part Time Live-In Come & Go

Job Duration: Permanent Temporary one time need Unsure

Name and age of adult(s) to be cared for: _____

OR:

Name and age of child (ren) to be cared for: _____

Does your child or adult have any special needs? Ie: health, dietary, medication, allergies
Yes _____ No _____ if yes, please describe: _____

Days of the week and hours needed (circle all that apply):

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Estimated date position will start: _____

Skills needed (circle all that apply):

English speaking	meal/snack preparation	housekeeping	driver license
Play time supervision	personal hygiene	homework help	laundry
Transfer / lifting	getting up at night	make a doctors visit	

Any other information Hope & Help Agency, Inc. needs to know?

Client Signature _____