



Housekeeping Referral Agency, INC

Date: \_\_\_\_\_

INDEPENDENT CONTRACTOR INFORMATION SHEET

Full Name: \_\_\_\_\_ Years in Area: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Address (if Different) \_\_\_\_\_

How Long at Current Address: \_\_\_\_\_ Age\*: \_\_\_\_\_ Birthdate\*: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Message Phone No.: \_\_\_\_\_ Person Living There: \_\_\_\_\_

Year & Make of Car: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Whom to Notify in Emergency: Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

LIST YOUR THREE MOST RECENT JOBS FOR REFERENCE CHECK (please be complete)

Table with 4 columns: Name, Position, Wage, Phone No., Talk To, Date Began, Date Ended, Why. Columns 2-4 are labeled (1), (2), (3).

LOCAL HOUSEKEEPING JOBS (if any) - LIST BELOW

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

PERSONAL REFERENCES (Other than relatives)

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

CHECK HOURS YOU ARE AVAILABLE TO WORK

Table with 7 columns: MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY. Rows: 7 A.M.-12 NOON, NOON-6 P.M., OTHER

CHECK LENGTH OF CONTRACT YOU DESIRE: 1-2 Months \_\_\_\_\_ 3-6 Months \_\_\_\_\_ Longer \_\_\_\_\_



**Housekeeping  
Referral Agency, INC**

Number of Children: \_\_\_\_\_ Ages: \_\_\_\_\_ Type of Childcare: \_\_\_\_\_

Do you smoke? Yes \_\_\_\_\_ No \_\_\_\_\_ Afraid of Pets (specify): \_\_\_\_\_

Allergies? Animals (specify): \_\_\_\_\_

Cleaning Products (specify): \_\_\_\_\_

This branch covers a relatively wide geographical area. We always attempt to locate your job offerings near your home (or next job), but this is simply not always possible. Before you decline an offering that seems somewhat further than normal, please re-look at your compensation schedule. Because your compensation is heavily based on total weekly hours, you may be declining one job which, in effect, is worth the compensation of two or more jobs.

Below is a partial list of services requested by our clients. Please mark any you are unwilling or unable to provide.

- |                         |                               |                      |
|-------------------------|-------------------------------|----------------------|
| _____ Laundry           | _____ Floors on Hands & Knees | _____ Yard Work      |
| _____ Ironing           | _____ Cooking                 | _____ Elderly        |
| _____ Errands/Shopping  | _____ Child Care              | _____ Party Clean-Up |
| _____ Party Preparation | _____ Party Serving           | _____ Mending/Sewing |
| _____ Bartending        | _____ Multiple Day Jobs       | _____ Other          |

\_\_\_\_\_ Premium Work i.e. outside windows; wall washing; empty apartment/homes.

**MUST HAVE OWN EQUIPMENT AND SUPPLIES!!**

We want to "personalize" you as much as possible to potential homeowner clients. So.... we need your help in developing this information.

1) I feel my strongest points are: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_