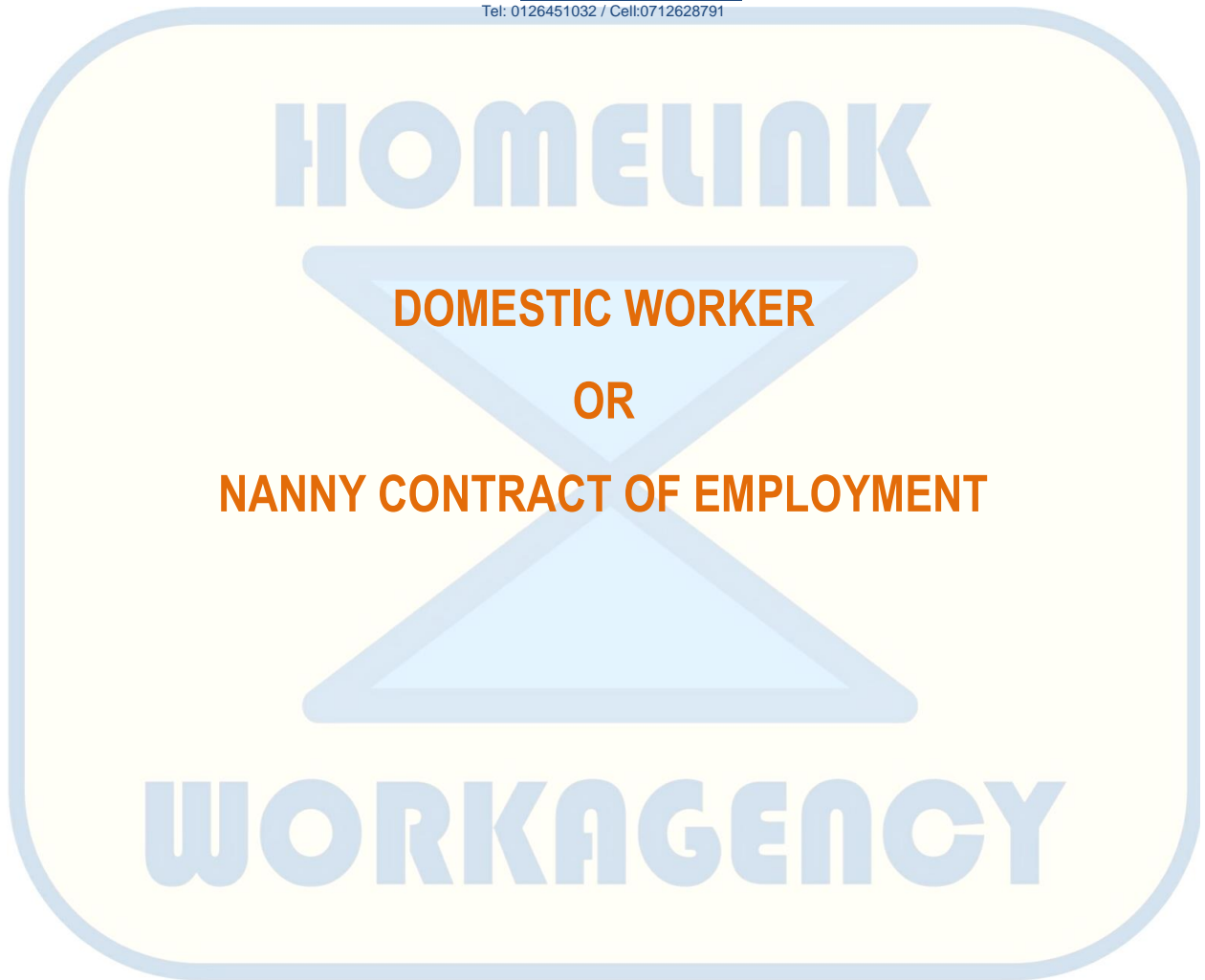




Website: [www.homelinkworkagency.co.za](http://www.homelinkworkagency.co.za)  
Tel: 0126451032 / Cell: 0712628791



Page 1 of 10

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Facebook page: [homelinkworkagency2](https://www.facebook.com/homelinkworkagency2)

Twitter: [@homelinkagency](https://twitter.com/homelinkagency)

Physical address: 32 Cavallion Complex: Arundo Estate: 66 Reitspruit Street and Rooihuiskraal road: The Reeds, Centurion.  
Operational hours: weekday 8am-6pm; Saturday 8am to 5pm, Sunday 9am to 5pm

Homelix business partners:



**WRITTEN PARTICULARS  
(DOMESTIC WORKER AND OR NANNY)**

**Given by:**

**(Employer)**

**Full Names**

**EMPLOYER ID NUMBERS:**

**Physical address of employer:**

.....  
.....  
.....

**Email address:**

.....

**Contact numbers/cell numbers:**

.....  
**Spouse/relative/close friend names**  
.....

**Contact /cell numbers**

.....

**To**

**Page 2 of 10**

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(Employee: domestic worker or nanny information)

Full names

**Domestic worker physical address**

**HOMELINK**

**Domestic worker contact numbers/cell numbers:**

.....

**Emergency or family names and cell numbers**

Names.....

Relationship.....

Cell numbers .....

Names.....

Relationship.....

Cell numbers .....

**WORKAGENCY**

**CLIENT AGENCY CHECK LIST**

Candidate criminal history check	Y	N	In progress
Pre-employment polygraph	Y	N	In progress
Employment reference	Y	N	In progress
Credit history check-up	Y	N	In progress



**1. Commencement**

Employment will begin on ..... and continue until terminated as set out in clause 6 of the guidelines.

**2. Place of work** .....

**3. Job description**

Job Title .....

Duties: See attached job description

**4. Hours of work**

4.1 Normal working hours will be ..... hours per week, made up as follows:

Monday / Tuesday / Wednesday / Thursday / Friday: ..... am to ..... pm

Saturdays: ..... am to ..... pm

Sundays: ..... am to ..... pm

**5. Wage**

5.1 The employees wage shall be paid in cash on the last working day of every week/month and shall be: R.....

5.2 The employer shall review the employee’s salary/wage on or before 1 November of every year.

**6. Termination of employment**

Either party can terminate this agreement with one weeks’ notice during the first six months of employment and with four weeks’ notice thereafter.

**7. Sunday & Public holiday work**



Any work on Sundays will be by agreement between parties

**8. Annual Leave**

The employee is entitled to three weeks paid leave after every 12 months of continuous service. Such leave is to be taken at times convenient to the employer and the employer may require the employee to take his/her leave at such times as coincide with that of the employer.

**9. Sick leave**

9.1 During every sick leave cycle the employee will be entitled to an amount of paid sick leave equal to the number of days the employee would normally work during a period of six weeks.

9.2 The employee is to notify the employer as soon as possible in case of his/her absence from work through illness.

9.3 A medical certificate may be required if absent for more than 2 consecutive days or has been absent on more than two occasions during an eight-week period.

**10. Accommodation**

10.1 The employee will be provided with accommodation for as long as the employee is in the service of the employer, which shall form part of his/her remuneration package. □

**11. Clothing**

..... sets of uniforms will be supplied to the employee free of charge by the employer and will remain the property of the employer.

**12. General**

Any changes to the written particulars will only be valid if agreed to by both parties.

**DOMESTIC WORKER OR NANNY JOB DESCRIPTION AND DAILY SCHEDULE.**

Homelink require the employer (client) to disclose their house/home/office job description and daily schedule to enable the agency to be able to monitor the employee (nanny or domestic worker) performance. This will enable both the employer and employee to work together in a harmonious environment.



DOMESTIC WORKER AND OR NANNY WORKING SCHEDULES

Type of the house: \_\_\_\_\_ Number of the Rooms: \_\_\_\_\_ Numbers of Children's: \_\_\_\_\_

**DOMESTIC WORKER AND OR NANNY JOB DESCRIPTION**

<input type="checkbox"/> Child Minding / Baby Sitting	<input type="checkbox"/> Small mending job, e.g. replacing buttons, hems, etc
<input type="checkbox"/> Minding Old/Sick Employer or relative	<input type="checkbox"/> Defrosting and cleaning fridge & freezer
<input type="checkbox"/> General tidying of the house	<input type="checkbox"/> Cleaning of windows and glass doors inside and out
<input type="checkbox"/> Making of Beds	<input type="checkbox"/> Cleaning of all used equipment e.g. vacuum cleaner
<input type="checkbox"/> Vacuuming of Carpets	<input type="checkbox"/> Packing away of groceries
<input type="checkbox"/> Vacuuming of Upholstery	<input type="checkbox"/> Removal of refuse for collection
<input type="checkbox"/> Dusting	<input type="checkbox"/> Sweeping of outside patios, steps, etc
<input type="checkbox"/> Wiping down of all appliances e.g. TV etc	<input type="checkbox"/> Wiping down of outside lights
<input type="checkbox"/> Cleaning of walls, Light Switches, doors, etc	<input type="checkbox"/> Cleaning of outside room's and cloakroom
<input type="checkbox"/> Cleaning of ornaments	<input type="checkbox"/> General driving duties and errands
<input type="checkbox"/> cleaning of toilets, basins, baths, showers, etc	<input type="checkbox"/> Wash cars
<input type="checkbox"/> Mopping of tiled/vinyl floors	<input type="checkbox"/> Maintain garden in clean and tidy condition
<input type="checkbox"/> Cleaning of inside of cupboards	<input type="checkbox"/> Caring for pool
<input type="checkbox"/> Cleaning of stove and oven	<input type="checkbox"/> Mow lawns
<input type="checkbox"/> Preparation/Cooking of Breakfast	<input type="checkbox"/> Weeding
<input type="checkbox"/> Preparation/Cooking of Lunch	<input type="checkbox"/> Trimming and pruning
<input type="checkbox"/> Preparation/Cooking of Supper	<input type="checkbox"/> Washing and grooming of dogs
<input type="checkbox"/> Setting of table	<input type="checkbox"/> Painting of walls
<input type="checkbox"/> Cleaning away after Breakfast/Lunch/Supper	<input type="checkbox"/> Washing of Walls
<input type="checkbox"/> Polishing of Floors and Verandahs	<input type="checkbox"/> Laundry-Machine Wash
<input type="checkbox"/> Cleaning Brass and Silver	<input type="checkbox"/> Laundry-Hand Wash
<input type="checkbox"/> Hanging out of Laundry	<input type="checkbox"/> Ironing

Page 6 of 10

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<b>Saturday</b>	<b>Saturday</b>	<b>Saturday</b>	<b>Saturday</b>
Sweep porch Mop	Sweep porch Mop	Sweep porch Mop	Sweep porch Mop
Sunday	Sunday	Sunday	Sunday



	_____		_____		_____		_____
	_____		_____		_____		_____
	_____		_____		_____		_____
	_____		_____		_____		_____
	_____		_____		_____		_____
	_____		_____		_____		_____

**Daily Reminders**

Exercise
Sweep
Laundry

**Monthly Reminders**

Dishes
Straighten up / Declutter
Sort mail

**Monthly Reminders**

Balance checkbook
Test smoke detectors
Replace light bulbs

Check air filter
Inventory, replenish pantry

**BENEFITS FOR OUR CLIENTS (EMPLOYERS)**

- Candidate criminal history check,
- Pre-employment polygraph (T&C),
- Nanny or domestic worker work reference check-up,
- Nanny or domestic worker performance follow-up,
- One month nanny or domestic worker probation period,
- 12 months guarantee in our entire placement,
- Excellent personal customer service,
- Value for money(able to replace the candidate if she is not performing)(T&C),
- Quick turnaround time,
- Helping with contract of employment,
- Once-off admin and placement fees.

EMPLOYER NAMES \_\_\_\_\_

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

EMPLOYEE NAMES \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

HOMELINK REPRESENTATIVES

Names \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

