

**JOB APPLICATION/SCREENING FORM**

PERSONAL DETAILS

First Name & Surname \_\_\_\_\_

ID number \_\_\_\_\_

Passport Number \_\_\_\_\_

Date of birth \_\_\_\_\_

Contact Number/s \_\_\_\_\_

Email Address \_\_\_\_\_

Residential address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City where you stay \_\_\_\_\_

Province \_\_\_\_\_

Marital Status \_\_\_\_\_

Your Age \_\_\_\_\_

Numbers of dependents \_\_\_\_\_

Father/Mother/Brother/Spouse Name and Contact Numbers

1. \_\_\_\_\_

2. \_\_\_\_\_

How many siblings do you have and what are their ages?

\_\_\_\_\_

How would you describe your family?

\_\_\_\_\_

How would you describe your relationship with your family?

\_\_\_\_\_

**HOMELINK WORKAGENCY**

www.homelinkworkagency.co.za

Telephone number: 0712628791: 0611365041

Email address: info@homelinkworkagency.co.za

Have you ever been charged or convicted of a criminal offence? Give Details:

\_\_\_\_\_

Have you ever taken narcotics / non-prescription drugs? Give Details:

\_\_\_\_\_

Do you suffer from emotional, personality or nervous problems? (Yes/No)

If yes, please describe

\_\_\_\_\_

Can you swim? (Yes/No)

Do you have a disability, if so what?

\_\_\_\_\_

Do you have any allergies? \_\_\_\_\_

Are you on any medication? \_\_\_\_\_

Personality

What best describes your personality and lifestyle: (Circle appropriates)

- Positive Negative Outgoing Shy
- Loud Calm Athletic Attentive
- Organised Creative Loving Artistic
- Independent Honest Hardworking Responsible
- Caring Dependable Lazy Sporty
- Clever Average Fun Loving Exciting

Other: \_\_\_\_\_

**REQUIREMENTS & EXPECTATIONS**

What date will you be available from? \_\_\_\_\_

Estimated Duration? \_\_\_\_\_

What areas would you like to work: \_\_\_\_\_

Would you prefer: Live-in Live-out \_\_\_\_\_

Would you prefer: Permanent Temporary \_\_\_\_\_

Would you prefer: Half-day Full-day \_\_\_\_\_

What is the maximum number of children you would be able to cope with?

\_\_\_\_\_

I have experience with children aged (circle all that apply)

0-12 months 1-2yrs 3-5yrs 6-8yrs 9-12yrs 12yrs+

Please provide duties:

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I want to work with children aged (circle all that apply)

0-12 months 1-2yrs 3-5yrs 6-8yrs 9-12yrs 12yrs+

Do you have any preference as to sex and ethnicity of the children? Please state:

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Do you have any experience caring for mentally / physically handicapped children? If yes, please provide the details:

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#### CHILDCARE REFERENCES

1. Family/Institute: \_\_\_\_\_

Duration: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Job description (Please provide full details of ages of children and what your duties were):

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Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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2. Family/Institute: \_\_\_\_\_

Duration: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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Job description (Please provide full details of ages of children and what your duties were):

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\_\_\_\_\_  
Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

Duration: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Responsibility: \_\_\_\_\_

3. Family/Institute: \_\_\_\_\_

Duration: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Job description (Please provide full details of ages of children and what your duties were):  
\_\_\_\_\_  
\_\_\_\_\_

Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

Duration: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Responsibility: \_\_\_\_\_

**SMOKING**

Do you smoke cigarettes? If yes, how many a day?  
\_\_\_\_\_

**NON SMOKING DECLARATION:**

The vast majority of families have strong views on smoking. If you do smoke, but agree not to in the home of your host family, or when responsible for their children, then tick YES below. You will be expected to abide by your decision, so consider it carefully.

YES NO

**EDUCATION**

Highest Grade passed & Year Completed?

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When did you matriculate and at which school?

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### INTERESTS AND HOBBIES

How do you spend your spare time?

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Do you have any other talents or special skills which may be useful when caring for children e.g. First Aid?

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### HOMELINK DUTIES

Would you be prepared to do the following? Yes No

#### NANNY DUTIES:

Dressing Baby	<input type="checkbox"/> Y <input type="checkbox"/> N	Changing Nappies	<input type="checkbox"/> Y <input type="checkbox"/> N	Bathing	<input type="checkbox"/> Y <input type="checkbox"/> N
Washing bottles	<input type="checkbox"/> Y <input type="checkbox"/> N	Sterilizing Bottles	<input type="checkbox"/> Y <input type="checkbox"/> N		
Sleep Routine	<input type="checkbox"/> Y <input type="checkbox"/> N	Administering medication	<input type="checkbox"/> Y <input type="checkbox"/> N		
Bottle Feeding	<input type="checkbox"/> Y <input type="checkbox"/> N	Starting/Feeding Solid food	<input type="checkbox"/> Y <input type="checkbox"/> N		
Potty Training	<input type="checkbox"/> Y <input type="checkbox"/> N	Making Baby food/Toddler food	<input type="checkbox"/> Y <input type="checkbox"/> N		
Play and Mental Stimulation	<input type="checkbox"/> Y <input type="checkbox"/> N	Discipline without smacking	<input type="checkbox"/> Y <input type="checkbox"/> N		
First Aid/CPR knowledge	<input type="checkbox"/> Y <input type="checkbox"/> N	Washing Baby Clothes	<input type="checkbox"/> Y <input type="checkbox"/> N		
Cleaning Baby Room and Equipment	<input type="checkbox"/> Y <input type="checkbox"/> N				

OTHER

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## DOMESTIC WORKER:

Making Beds  Y  N

Vacuuming Carpets/Upholstery  Y  N

Dusting  Y  N

Wipe down appliances, TV etc...  Y  N

Cleaning walls  Y  N

Cleaning light switches  Y  N

Cleaning windows  Y  N

Cooking  Y  N

Cleaning ornaments  Y  N

Cleaning bathrooms, tiles, toilets  Y  N

Cleaning/Mopping floors  Y  N

Cleaning cupboards  Y  N

Cleaning brass/silver  Y  N

Laundry – machine wash  Y  N

Cleaning oven/stove  Y  N

Mending  Y  N

Setting table  Y  N

Ironing  Y  N

Laundry – hand wash  Y  N

Hanging out laundry  Y  N

Washing and ironing curtains  Y  N

Packing away groceries  Y  N

Defrost/clean fridge and freezer  Y  N

Cleaning equipment used (vacuum...)  Y  N

Emptying and cleaning dustbins  Y  N

Cleaning outside room/cloakroom  Y  N

**Appointment: Kindly note that you need to always be on standby for you to can start to work at any time.**

Our candidate Terms and Conditions

The final decision to accept a candidate remains with the client. The client is under no obligation to employ the Homelink candidate.

The Homelink candidate is not allowed to make any contact with the client until such time she/he is given a go ahead by the Homelink office, any unauthorised communication will results in a penalties determined by the office and liable for prosecution.

Therefore no exchange of contact details during and after the interview until the office authorised it. In accordance with the Labour Relations Act the client is required to have a Contract of Employment with the Homelink.

The Client is viewed as an employer as soon as he has made an offer, pay the required placement fee and accept the terms and conditions of the Homelink as stipulated on the Homelink employers form. Homelink will engage the client and negotiate the reasonable salary before the client could finalise the placement. Our rate is between R65 per day (Stay in) and R100 per day (Stay out) subjected to negotiation and the days that the worker will be needed.

A certified copy of your ID, a certified copy of your Driver's License, a certified copy of your Matric certificate, a recent colour photo of yourself, a lovely colour ID style photo, your written references (It is beneficial but not a necessity to have written references as we do contact all references provided directly), Your CV.

#### DECLARATION

I, \_\_\_\_\_ declare that the information supplied is true and correct.

Homelink will not accept any liability for your conduct prior, during or after the period of employment with the host family. As soon as you are employed by a host family, the relationship is between the host family and yourself.

Signature of applicant \_\_\_\_\_

Date and place signed \_\_\_\_\_, \_\_\_\_\_