



Website: www.homelinkworkagency.co.za
Tel: 0120041742 / Cell: 0712628791
Email: info@homelinkworkagency.co.za/

HOMELINK EMPLOYER APPLICATION FORM

Date of application:				
How did you hear about us	Facebook	Website	Referral	

CLIENT DETAILS

Client name:			
Telephone number:		Cell phone number:	
Email address:		Fax number:	
Address:			

FAMILY DETAILS

Tell us about your family:	No of Adults in Household: <input type="text"/> No of Children in Household: <input type="text"/> Ages: <input type="text"/>		
Nationality:		Languages:	
Religion:			

JOB DESCRIPTION

Start date:		End date:	
Job description:	Domestic: <input type="checkbox"/> Nanny: <input type="checkbox"/> Both: <input type="checkbox"/>		
Live-in or Live-out:			
What happened to your last domestic worker? (If he/she was dismissed due to dishonesty, incompetence, lack of reliability, a bad attitude or any other reason which would make her unsuited to domestic work, please supply us with his/her full names for our blacklist.)			
What are the working hours/times?			
Christmas Bonus?			

We listen and deliver

Facebook page: [homelinkworkagency2](#)

Twitter: [@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



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What monthly salary are you offering?

Basic Duties You Will Require
Please tick as required most important duties

NANNY DUTIES:

Dressing Baby Y N Changing Nappies Y N Bathing Y N

Washing bottles Y N Sterilizing Bottles Y N

Sleep Routine Y N Administering medication Y N

Bottle Feeding Y N Starting/Feeding Solid food Y N

Potty Training Y N Making Baby food/Toddler food Y N

Play and Mental Stimulation Y N Discipline without smacking Y N

First Aid/CPR knowledge Y N Washing Baby Clothes Y N

Cleaning Baby Room and Equipment Y N

OTHER

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 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

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Washing and ironing curtains	<input type="checkbox"/> Y	<input type="checkbox"/> N	Packing away groceries	<input type="checkbox"/> Y	<input type="checkbox"/> N
Defrost/clean fridge and freezer	<input type="checkbox"/> Y	<input type="checkbox"/> N	Cleaning equipment used (vacuum...)	<input type="checkbox"/> Y	<input type="checkbox"/> N
Emptying and cleaning dustbins	<input type="checkbox"/> Y	<input type="checkbox"/> N	Cleaning outside room/cloakroom	<input type="checkbox"/> Y	<input type="checkbox"/> N
OTHER					

EMPLOYEE PREFERENCES

What character traits and abilities are important to you? Please tick as required	Honesty	Reliability	Punctuality
	Loyalty	Calm	Outgoing
	Confident	Outspoken	Modern
	Quiet	Passive	Shows Initiative
	Introvert	Unobtrusive	Common Sense
Age range:		Language:	
Do you have a preference for any particular culture or language group?			
When do you need the candidate to start?			

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Tell us any details special requirements that you need from your Domestic worker/Nanny(Detail as much as you can)

TERMS AND CONDITIONS

1. Once-off non-refundable placement and admin fees R2500,

- 1.1 A non-refundable admin fee R300 needs to be paid before we book the candidate for interview.
- 1.2 The balance placement fee of R2200 will have to be paid after the interview and or before the candidate report for duty.

2. Confirmation of interview day by client,

- 2.1 The registration/admin fee should be followed by the client completing and submitting our online form or downloadable pdf form, this serve as the confirmation of the client interview date.
- 2.2 Our online form is available on our website: www.homelinkworkagency.co.za.

3. Selection for candidate for interview,

- 3.1 The client must clearly describe (via email or telephonically) to us the kind of the candidate that they want to be selected for interview e.g. age, nationality, religion & qualification.
- 3.2 The office will review client requirements and find suitable candidates and inform (telephonically or via email) her about the list of candidates that matches the client requirements (sometimes we do attach the candidate photo if available).
- 3.3 The office will then organize an interview, which can take place at the client home, a public meeting place or client offices. The client is entitled to interview a minimum of four candidates.
- 3.4 Once the client has identified the right candidate, we will process all the relevant paperwork.

4. Fees and Guarantee,

- 4.1 The registration fee of R300 covers the client for the duration of the 12 months (placement warranty).
- 4.2 The client is entitled to month probation in our placement.
- 4.3 We give our clients 12 month guarantee in our entire staff placement.
- 4.4 The client can be able to request a replacement of our candidate if not satisfied with her performance during the period of probation and warranty.
- 4.5 Whenever the client wants the interview to be conducted at his or her venue of choice (e.g. client home) transport fee will be charge.
- 4.6 The once off placement and admin fees start from R2500.
- 4.7 The total placement fee is required at the conclusion of placement and or after the interview. The payment will have to be made before the candidate could start with her new job.

4.8 .Our Banking details: Capitec Bank,

Account name: Homelink,
Account number: 14558333760
Savings Account, Branch number: 470010,
Reference: your name and surname.

5. Customer service & follow-up,

- 5.1 We make follow-up with the client about the performance of our placement (weekly and monthly). We always want to get a feedback on the performance of our placement.

6. Medical fitness;

- 6.1 We do question our candidate about medical fitness/status before we select them for interview.
- 6.2 The client can arrange with the candidate at the conclusion of the interview for her to provide a medical report as this is a private matter.



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7. Replacement of domestic worker or nanny,

7.1 The client need to notify the office about any underperformance by our candidate and immediately warning notice will be given to the candidate about her underperformance by the office.

7.2 There will be no replacement of candidate before clause 7.1 has been followed.

8. Termination,

8.1 The South African Basic Conditions of Employment Act requires employer to give employee a week notice of termination if employee have been employed for less than a month (and vice versa) and a 30 days' notice if employee have been employee for more than a month.

9. Payment of salaries,

9.1 Homelinkworkagency is an employment agency not responsible for the payment of salaries.

9.2 Employee stays in rate (sleep in).

Our employee recommended salary rate range from R90 per day.

Nanny (stay-in) - R2000-above

Housekeeper (stay-in) - R2500-above,

Domestic Worker (stay-in) - R2000-above

9.3 Employee stays out rate (sleep out).

Our employee recommended salary rate range from R122 daily.

Nanny (stay-out) - R2500 above,

Domestic worker (stay-out) - R2400-above

Housekeeper (stay-out) - R2800-Above,

9.4 The above rates are negotiable depending on the hours or days that the candidate will be expected to work. The magnitude of the house will always determine the salary that you will have to pay the candidate .e.g a double storey house client will pay differently to a normal house.

10. Reference check-up &criminal record check-up,

10.1 The agency to do a thorough reference check-up before placement of any candidate

10.2 Homelinkworkagency does criminal record check-up to the identified candidate the waiting period is 48 hours and proof will be made available to the employer and employee.

11. Pre-employment Poly graph check,

Why put your business at risk by employing someone who could be undesirable, misleading or dishonest. It is important that Employees can be trusted. Our pre-employment testing is a general honesty test into the areas of work history, education, criminality, honesty, illegal drug use, theft and fraud. The extra cost is R450

12. Breach of the contract,

There is no employee (candidate) who will be allowed to work without the consent of the homelink-management. In case where the client did not pay full placement fee and take our client without our agreement a criminal case will be open and legal avenues will be taken by the agency at a cost of the client. There is no client who is allowed to have an agreement with our employee without our knowledge as that will be regarded as a criminal offence; a case will be open against both the client and the candidate at the nearest police station.

13. Incomplete payment of placement fee,

The incomplete payment of placement fee by the client will regard the placement process as incomplete and the homelink is at liberty to withdraw the service of their staff from the client, until such time that the outstanding balance is settled.

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 continuous 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.

OFFICE USE:



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Application Date: _____ --Post (Nanny, Domestic): _____

Salary: _____ Full time or part time: _____

Comments: _____

Declaration

- I agree to pay the placement fee within a given time stipulated in this agreement
- I agree that I have read and have accepted all the terms and conditions

Date _____ 2016 Signature _____