

# Domestic or Household Employees: Job Description Form

An Employment Agency must give a completed Job Description Form with all of the information below to every job applicant the Agency refers to a position as a Domestic or Household Employee.

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

Amount of Fee \$ \_\_\_\_\_

<b>Employment Agency Information</b>	
Name of Employment Agency _____	
Name of Agency Staff or Salesperson _____	
Telephone Number _____	DCWP License Number _____
Address _____	
Email Address, if available _____	

<b>Job Information</b>	
Name of Employer _____	
Telephone Number _____	Email Address _____
Address _____	
Hourly Pay Rate \$ _____ (minimum wage \$ _____ / hour)	Employer will provide ( <i>check box that applies</i> ):
Lodging: <input type="checkbox"/> Live In <input type="checkbox"/> Live Out	<input type="checkbox"/> No meals <input type="checkbox"/> One meal per working day <input type="checkbox"/> Two meals per working day <input type="checkbox"/> Three meals per working day
Start Date ____/____/____	_____ Hours/Day
Employment Status ( <i>check all that apply</i> ):	Weekly Schedule ( <i>check all that apply</i> ):
<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time  <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent	<input type="checkbox"/> Monday <input type="checkbox"/> Friday <input type="checkbox"/> Tuesday <input type="checkbox"/> Saturday <input type="checkbox"/> Wednesday <input type="checkbox"/> Sunday <input type="checkbox"/> Thursday
Description of Duties	
_____	
_____	
_____	
_____	