

# Domestic or Household Employees: Job Description Form (Statement of Job Conditions)

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 \$ \_\_\_\_\_

## Employment Agency Information

Name of Employment Agency \_\_\_\_\_

Name of Agency Staff \_\_\_\_\_

Telephone Number \_\_\_\_\_ DCA License Number \_\_\_\_\_

Address \_\_\_\_\_

## Job Information

Name of Employer \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_

Hourly Pay Rate \$ \_\_\_\_\_  
(minimum \$9.00/hour)

Lodging:  Live In  Live Out

Employer will provide (check box that applies):

- No meals
- One meal per working day
- Two meals per working day
- Three meals per working day

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Employment Status (check all that apply):

- Part-time
- Full-time
- Temporary
- Permanent

\_\_\_\_\_ Hours/Day

Weekly Schedule (check all that apply):

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Description of Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_