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 $ _____

Employment Agency Information

Name of Employment Agency _____

Name of Agency Staff or Salesperson _____

Telephone Number _____ DCWP License Number _____

Address _____

Email Address, if available _____

Job Information

Name of Employer _____

Telephone Number _____ Email Address _____

Address _____

Hourly Pay Rate $ _____
(minimum wage $ _____ / 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

_____
_____
_____
_____