

# ACCAP CHORES & MORE

## INDEPENDENT CONTRACTOR APPLICATION

**HOURS:** Days and hours are flexible, on-call as needed or arranged with client.

**HOURLY REIMBURSEMENT:** Paid monthly (after job report sheet turned in for the month on the 4<sup>th</sup> Wednesday of the month, will be paid following week)

**Homemaker Services:** \$15.50 with a 2 hour minimum

Includes: Light Housekeeping (Laundry, vacuuming, dusting, washing floors, grocery shopping, cleaning bathroom, cleaning kitchen)

**Chore Services:** \$18.00 with a 1 hour minimum

Includes: Heavy Housework, (washing walls, windows, cleaning the refrigerator or oven, moving furniture) basic home maintenance: moving of large or heavy household items, yard work (mowing, trimming, snow removal)

NOTE: Independent contractor power equipment fee if used = \$5.00 per job

**QUALIFICATIONS:** Possess or express a positive willingness to perform any of the following chores: yard and garden maintenance, snow removal, shrub trimming, household cleaning, light maintenance, painting, minor repairs such as minor plumbing, minor electrical, carpentry, plastering, etc.

Ability to follow instructions, work independently, schedule own work, communicate well with senior citizens. Have independent transportation, some tools and equipment helpful but not essential.

**DUTIES:** You will work as an independent contractor for citizens over the age of 60 in Anoka County.

As an independent contractor you will:

Be asked to submit a work record for all work completed on the 4<sup>th</sup> Wednesday of each month. This is essential so you can be reimbursed for your time for Chores & More Program.

The Chores & More Coordinator will screen your application, interview you, explain the procedures, and if everything is satisfactory, refer you to clients who need work done.

If you are interested, please complete the attached application, skills inventory sheet and criminal background check (notarized). Thank You!!

RETURN TO: ACCAP Chores & More Program  
c/o Nancy Shaw  
1201 89<sup>th</sup> Avenue N.E. Suite345  
Blaine, MN 55434  
763-783-4767  
FAX 763-783-4700  
Email: nshaw@accap.org

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

\*\*\*\*\*

Please check the service categories in which you have experience and are willing to work.

HOME MAINTENANCE AND REPAIR

caulking and weatherstripping \_\_\_\_\_

painting: interior \_\_\_\_\_  
                  exterior \_\_\_\_\_

repair windows \_\_\_\_\_

minor electrical \_\_\_\_\_

appliance repair: electric \_\_\_\_\_  
                                  gas \_\_\_\_\_

cement repair \_\_\_\_\_

reglaze windows \_\_\_\_\_

faucet and toilet repairs \_\_\_\_\_

minor carpentry \_\_\_\_\_

LAWN WORK

mow lawns \_\_\_\_\_

weeding \_\_\_\_\_

rake leaves \_\_\_\_\_

tree and shrub trimming \_\_\_\_\_

GARDEN WORK

planting \_\_\_\_\_

tilling \_\_\_\_\_

transplanting \_\_\_\_\_

HOUSEHOLD CHORES

change storm windows \_\_\_\_\_

wash windows \_\_\_\_\_

clean gutter \_\_\_\_\_

moving heavy objects \_\_\_\_\_

heavy cleaning \_\_\_\_\_

SNOW REMOVAL

shovel walks and drives \_\_\_\_\_

operate snowblower \_\_\_\_\_

remove snow from roof \_\_\_\_\_

INDOOR HOUSEKEEPING

vacuum \_\_\_\_\_

clean floors \_\_\_\_\_

dust \_\_\_\_\_

laundry \_\_\_\_\_

change bedding \_\_\_\_\_

INSTALLATION

alarms \_\_\_\_\_

locks \_\_\_\_\_

handrails and grab bars \_\_\_\_\_

GROCERY SHOPPING \_\_\_\_\_

OTHER SKILLS (please list)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have you own tools? (Please list)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What geographic area(s) are you willing to work in? PLEASE CIRCLE ALL THAT APPLY

Anoka Andover Bethel Blaine Burns Circle Pines Col. Heights/Hilltop Columbus  
Coon Rapids Fridley Ham Lake Lexington Lino Lakes Linwood Oak Grove Ramsey  
St. Francis Spring Lake Park All Locations

What times are you available to work? \_\_\_\_\_

Number of hours available to work/week: \_\_\_\_\_

How did you learn of Chores & More? \_\_\_\_\_

Highest level of Education Completed? \_\_\_\_\_

PREVIOUS WORK EXPERIENCE:

1.	Employer Name, Address, Phone #	Date Started	Date Left	Salary
	_____	_____	_____	_____
	_____			

Job Duties: \_\_\_\_\_

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

2.	Employer Name, Address, Phone #	Date Started	Date Left	Salary
	_____	_____	_____	_____
	_____			

Job Duties: \_\_\_\_\_

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

3.	Employer Name, Address, Phone #	Date Started	Date Left	Salary
	_____	_____	_____	_____
	_____			

Job Duties: \_\_\_\_\_

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

Are you a current employee of ACCAP?    Y        N

Do you give permission for Chores & More to do a background check?    Y        N

REFERENCE: List below person 18 or older, not related to you who have known you for at least one year. List a daytime phone number for each.

	Name	Address	Relationship	Phone
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

WORKER COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INTERVIEWER COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I verify that the above information is true and grant you permission to contact the employers and references listed above. I authorize those individuals to disclose information that they have concerning me.

Applicant Signature: \_\_\_\_\_

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

