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 4th Wednesday of the month, will be paid following week)

Homemaker Services: $16.00/hour, 2 hour minimum
   Includes light housekeeping (laundry, vacuuming, dusting, washing floors, grocery shopping, cleaning bathroom, cleaning kitchen)

Chore Services: $18.00/hour, 1 hour minimum
   Includes heavy housework (washing walls, windows, cleaning refrigerator or oven, moving furniture), basic home maintenance (moving of large/heavy household items), yard work (mowing, trimming, snow removal). NOTE: Independent contractor power equipment fee, if used, is $5 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 4th Wednesday of each month. This is required for reimbursement for your time for the Chores & More Program.

The Chores & More Coordinator will screen your application, process a criminal background check, 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 Independent Contractor Application which includes a skills inventory sheet and criminal background check (must be notarized). Thank you!

RETURN TO: ACCAP Chores & More Program
   Attn: Nancy Shaw
   1201 89th Avenue NE, Suite 345
   Blaine, MN 55434
   763-783-4767
   Fax: 763-783-4700
   Email: nshaw@accap.org

ACCAP is an Equal Opportunity Employer
NAME: ______________________ EMAIL: ______________________
ADDRESS: ______________________ CITY: ___________ ZIP: ______
HOME PHONE: ______________________ CELL PHONE: ______________________

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

**HOME MAINTENANCE & REPAIR**
- Caulking and weather stripping
- Painting – Interior
- Painting – Exterior
- Repair windows
- Minor electrical
- Appliance repair – electric
- Appliance repair – gas
- Cement repair
- Reglaze windows
- Faucet & toilet repairs
- Minor carpentry

**GROCERY SHOPPING**

**GARDEN WORK**
- LAWN WORK
- Mow Lawns
- Weeding
- Rake Leaves
- Tree & shrub trimming
- Planting
- Tilling
- Transplanting

**HOUSEHOLD Chores**
- Change storm windows
- Wash windows
- Clean gutters (1 story only)
- Moving heavy objects
- Heavy cleaning
- Snow Removal
- Shovel walks & drives
- Operate snow blower
- Remove snow from roof (1 story only)

**INSTALLATION**
- Alarms
- Locks
- Handrails & grab bars

**INDOOR HOUSEKEEPING**
- Vacuum
- Clean floors
- Dust
- Laundry
- Change bedding
- Other Skills (please list)

Do you have your own tools? – Please list:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

ACCAP is an Equal Opportunity Employer
Anoka County cities you are willing to work in? PLEASE CIRCLE ALL THAT APPLY

Anoka    Andover    Bethel    Blaine    Burns/Nowthen    Centerville
Circle Pines Col Hts/Hilltop Columbus Coon Rapids East Bethel Fridley
Ham Lake  Lexington Lino Lakes Linwood Oak Grove Ramsey
St. Francis Spring Lake Pk

“All Anoka County Cities”

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

<table>
<thead>
<tr>
<th>Employer Name, Address, Phone #</th>
<th>Start Date</th>
<th>End Date</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job Duties: ________________________________

Reason for leaving: ________________________________

<table>
<thead>
<tr>
<th>Employer Name, Address, Phone #</th>
<th>Start Date</th>
<th>End Date</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job Duties: ________________________________

Reason for leaving: ________________________________

<table>
<thead>
<tr>
<th>Employer Name, Address, Phone #</th>
<th>Start Date</th>
<th>End Date</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

ACCAP is an Equal Opportunity Employer
REFERENCES: List below persons 18 or older, not related to you, who have known you for at least one year. List a daytime phone number for each.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Relationship</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:_____________________________________________________________
ACCAP CHORES & MORE
NON-PROFIT BACKGROUND CHECK

Account #7637676521

The following named individual has made application with the agency for:

Independent Contracting with ACCAP Chores & More

Last Name of Applicant (please print): ________________________________________
First Name (please print): ________________________________________________
Middle Name (full, please print): __________________________________________
Maiden, Alias or Former (please print): _____________________________________
Date of Birth (Month/Day/Year): ___________________________ Sex (M or F): ______
Social Security Number (Optional): _________________________________________

Do Not Sign until in the presence of a Notary Public

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record
information to The Anoka County Community Action Program, Inc. for the purpose of contracting to do
chores with vulnerable adults with this agency.

The expiration of this authorization shall be for a period no longer than one year from the date of my
signature.

Signature of Applicant______________________________________________ Date________________________

STATE OF MINNESOTA )
)ss.
COUNTY OF ANOKA )

Subscribed and sworn to (or affirmed) before me this _____ day of ________________, 201__, by
______________________________________________________________

Notary Public

ACCAP is an Equal Opportunity Employer