FORM 10

Worksheet for Hiring a Home Helper

Part I: Basic Information	
Person's name:	
Agency name (if applicable):	
Address:	
Phone and E-mail:	
Supervisor's name (if applicable):	
Notes on the person's background:	
Part II: What services will this p	erson/agency provide?
□ Transportation	□ Yard work
House cleaning	Home repairs
Meal preparation	Companionship
Doing laundry	• Other:
Shopping	• Other:
Personal care needs	• Other:
(bathing, dressing, grooming	, etc.) 🛛 Other:
Part III: Budget	
e	urs per week = \$/week
Other notes on fees and other financ	ial terms:

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Part IV: Worksheet for checking references

Name (reference #1):			
Relationship:	current client	□ former client	□ other:
Phone or e-mail:			
Services provided?			
Over what period?			
Quality of work?	outstanding	□ satisfactory	\Box less than satisfactory
Reliable and on time?	• outstanding	□ satisfactory	\Box less than satisfactory
Honest and respectful?	• outstanding	□ satisfactory	\Box less than satisfactory
Would you hire again? Other information?	□ definitely	□ probably	probably not
Name (reference #2):			
Relationship:	current client	□ former client	□ other:
Phone or e-mail:			
Services provided?			
Over what period? Quality of work?			□ loss than satisfactory
Reliable and on time?	outstanding outstanding	 satisfactory satisfactory 	\Box less than satisfactory
Honest and respectful?	□ outstanding	\Box satisfactory	 less than satisfactory less than satisfactory
Would you hire again?	□ definitely	\Box probably	 probably not
Other information?			
Name (reference #3):			
Relationship:	□ current client	□ former client	□ other:
Phone or e-mail:			
Services provided?			
Over what period? Quality of work?	outstanding	□ satisfactory	less than satisfactory
Reliable and on time?	□ outstanding	\Box satisfactory	\Box less than satisfactory
Honest and respectful?	• outstanding	\Box satisfactory	\Box less than satisfactory
Would you hire again?	\Box definitely	\Box probably	 probably not
Other information?		- •	- •

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