



RED HOT CLEANING & MAIDS PLACEMENTS CC

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JOB DESCRIPTION

Client Name:	
Contact Telephone No's	
E-Mail Address	
Address	
Where did you hear about Red Hot Maids?	
Tell us about your family?	
What pets do you have?	
Size of House (No of stories? lots of stairs? very big or small?)	
What is the job description	
Is the job gender specific?	
Is the job sleep in or live out?	
Are you aware of any transport problems?	
Describe the workers quarters and amenities	
What is the age preference?	
Do you have a preference for any particular culture or language group?	
Is appearance important to you?	

What skills do you require? *Please tick as required*

Cleaning	Laundry	Tidying
Child minding	Reading & Writing	Activities with Children
Cooking	Pet care	

What character traits and abilities are important to you? *Please tick as required*

Honesty	Reliability	Punctuality
Confident	Quiet	Calm
Forward thinking	Shows Initiative	Unobtrusive
Loyalty	Common Sense	

<p>What happened to your last domestic worker? <i>(If he/she was dismissed due to dishonesty, incompetence, lack of reliability, a bad attitude or any other reason which would make her unsuited to domestic work, please supply us with his/her full names for our blacklist.)</i></p>	
What are the working hours/times?	
Do you anticipate needing overtime?	
What are your weekend needs?	
Do you have any requirements outside the remit of domestic duties?	
<p>What monthly salary are you offering? <i>Kindly note that we do not place any helpers for under R4000.00/month</i></p>	
Does this include transport?	
If sleep in, does this include food?	
Anything else that you would like to tell us about the job	
When do you need the candidate to start?	