

DOMESTIC CONNECTIONS AGENCY

16656 Ventura Blvd., Ste 205, Encino, Ca 91436 (818) 784-8102 fax (818) 784-3213

WORK ORDER FORM

DATE: _____
CLIENT NAME/ADDRESS

START DATE: _____

(H) _____
(W) _____
(FAX) _____
(CELL) _____

(email) _____

REFERRED BY: _____

SWIMMER REQUIRED? _____

CHILDREN/AGES: _____

PETS: _____

POSITION: _____

__LIVE/OUT __LIVE/IN

RESPONSIBILITIES: _____

DUTIES: __HOUSEKEEPING__LAUNDRY__CHILDCARE__COOK__DRIVING__COMPANION

LANGUAGE ABILITY: __FLUENT ENGLISH __MEDIUM ENG __SOME ENG

TRANSPORTATION: __MUST DRIVE W/CAR __LICENSE/NO CAR__NO DRIVING

SCHEDULE NEEDED: ____MON-FRI____TUES-SAT ____SAT/SUN____SUN/MON
OTHER _____

FROM: _____AM TO: _____PM

EXPERIENCE REQUIRED:

SALARY RANGE: \$_____ PER/HR/WEEK IS SALARY GROSS OR NET? (CIRCLE)

BENEFITS: VACATION TIME _____
PAID HOLIDAYS _____

ADDITIONAL COMMENTS: _____

INTERVIEW LOCATION AND TIME AVAILABILITY:

The purpose of this Work Order is to obtain all the necessary requirements for domestic placement by Domestic Connections for the above-named Client. This Work Order must be signed prior to beginning the search process.

CLIENT SIGNATURE: _____