

West Care Inc.

Since 1996

1280 Pennsbury Ln., Aurora, IL 60502 (630) 978-2560 FAX (630) 978-0035

www.westcareservices.com

Temp Job Order

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

Client Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Pets (List all): \_\_\_\_\_

What position(s) are you filling?

Companion

Mothers Helper

Nanny

Caregiver

Newborn Specialist

Housekeeper

CNA

Babysitter

Cleaning Lady

For whom is the care? (List all) \_\_\_\_\_

Job description: \_\_\_\_\_

Special needs (medication, disability, allergies, etc.): \_\_\_\_\_

Dates suggesting care: \_\_\_\_\_/20\_\_\_\_ to \_\_\_\_\_/20\_\_\_\_

Hours suggesting care: \_\_\_\_\_ until \_\_\_\_\_

Additional comments/requirements: \_\_\_\_\_

Where did you hear about West Care, Inc? \_\_\_\_\_

**Temporary Care policies:**

Fees

The fee is charged when the job is filled. The hourly rate (\$12-\$15 per hour) is paid directly by the family to the care provider.

Cancellation

Cancellation must be made to the agency within a 24-hour notice or by 5 PM on Friday for Saturday, Sunday or Monday temporary jobs to avoid payment to the care provider. For long term temporary job, a one week notice is required. Failure to cancel within the prescribed time frame will result in payment to care provider of:

1. 25% of potential earnings for temporary jobs which are 10 days or shorter.
2. One week payment for temporary jobs over 10 days in length.

Services

All services must be contracted through the office of WEST CARE INC. No arrangements will be made with the care provider without the agency's knowledge. All care providers are independent contractors and not employees at WEST CARE INC. The client agrees to hold West Care Inc. and any of its representatives harmless and free from any or all liability and cost for any issues related to this case.

I have read the above policies and understand and agree to accept them.

Accept

Decline

Thank you for using our service. We look forward to working with you!