

YOU MUST HAVE YOUR OWN CAR (VAN OR TRUCK)

Your Name _____



PLEASE NOTICE PAGE 3 - THE CRIMINAL BACKGROUND CHECK

NEEDS TO BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC.

A CEAP STAFF MEMBER IS A NOTARY AND IS OFTEN AT THE OFFICE,

From 9:30 AM UNTIL 2:00 PM MONDAY-FRIDAY.

THERE ARE ALSO NOTARY PUBLICS AT BANKS, BUSINESSES, ETC

THANK YOU!

CEAP Chore Program
6840 78th Avenue North
Brooklyn Park, MN 55445

If you have any questions please call 763-450-3667 or 763-566-9600 and ask for the Chore Coordinator.

CEAP CHORE PROGRAM

Dear Applicant,

Thank you for your interest in the Chore Program. We have attached additional information about our program. Please complete the enclosed application and return it to CEAP. Included in the packet is a Criminal Background form that must be signed and notarized. There usually is a notary public at CEAP daily from 9:30 until 2:30 PM.

Please list three references that are not family members and are not related to you.

The background check takes approximately 2 weeks. When it is completed and we have the clients available. We will contact you to arrange an interview.

If you have a question please call 763-450-3667.

Sincerely,

The CEAP Senior Chores

Criminal Background Check
Informed Consent Form

Account #: 7634503660 Non-profit

In order to promote safety of individuals and families receiving services from CEAP, we will request the Bureau of Criminal Apprehension (BCA) to perform a criminal background check on you. This page needs to be signed before a notary.

As a general guideline any person convicted of a felony or misdemeanor involving intentional physical force against another, intentional stealing or intentional damaging of property will not be hired on staff or accepted as a volunteer.

Minnesota statutes and the BCA require you to provide the following information in order to complete the background check:

Full Name of Applicant _____
Last First Middle

Maiden Name Previous Names

Address _____
Street City/State Zip

Date of Birth _____ Social Security # _____
Month/Day/Year

I authorize the Minnesota Bureau of Criminal Apprehension to disclose criminal history record information to CEAP for the purpose of employment/volunteer as:

_____ 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

Notary Public, Hennepin County
State of Minnesota

Chore Contractor Application

6840 78th Ave. N.
 Brooklyn Park, MN 55445
 (763) 566-9600 ext. 25 Fax: (763) 566-9604

Full Name: _____ Date: _____
 Address: _____ City: _____ Zip: _____
 Phone: Day _____ Evening _____

Work Experience

Employer name, address, phone

Date
Start

Date
Left

Position
Held

Job Duties

Employer name, address, phone	Date Start	Date Left	Position Held	Job Duties

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. Professional references preferred ie. Clergy, employer, co-worker, teacher, doctor.

Name	Address	Relationship	Day Phone
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Emergency contact person if injured: Name _____ Relationship _____
 Address _____ Phone _____

Have you ever been convicted of any crime? No _____ Yes _____ If yes, Date _____

Charge: _____ (A conviction doesn't automatically bar you from employment. It will be considered only as it relates to fitness to perform the job and client safety.)

Can you legally work in the United States? Yes _____ No _____

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for dismissal from the program. I hereby release CEAP and their staff from any liability connected with this service.

Signature _____ Date _____

Parental permission for workers under 18: I hereby give my child permission to participate in the Senior Chores Program. I hereby release CEAP and their staff from any liability connected with this service.

Signature of parent or guardian _____ Date _____

Name of School and grade student is currently in _____

Inventory of Skills – mark those you have experience with and are interested in doing

Snow Removal

- Remove Snow from roof with rake
- I have experience using snowblowers
- I have snowblower to transport

Lawn and Garden

- Shovel walks and driveways
- Mow lawns
- I have mower to transport
- My mower has a bagger
- Rake leaves
- Shrub trimming
- Gardening (prep soil, plant, weed, trim, etc.)

Painting

- I have experience with estimates
- Interior
- Exterior
- Wall paper

Plumbing

- Toilet repair
- Pipes
- Faucet repair

Installation

- Locks
- Handrails and grab bars
- Minor repairs

Carpentry

- Minor repairs

Please list any other skills:

Please circle areas you want: Brooklyn Center, Brooklyn Park, Camden, Champlin, Osseo, or All Areas.

Days available _____ Hours _____

Transportation (please circle) Car Truck Bus Parents Other _____

Driver's License Number _____

Tools and equipment available, like mower, ladder, tools, etc. (please list) _____

Do you have physical limitations that restrict your work? _____ If yes, do you have ways to compensate, i.e. special tools or equipment? Please explain: _____

How did you hear about the Senior Chores Program? _____

Electrical

- Minor repairs
- Electric Outlets
- Fixtures

Home Maintenance and Repair

- Caulking, weatherization, insulation
- Repair windows and screens
- Minor cement repair
- Minor appliance
(list type of appliances. _____)

Household Chores

- Change storm windows and screens
- Wash windows
- Clean gutters
- I have a ladder to transport
Length of Ladder _____
 Okay with being on an extension ladder
- Heavy cleaning (basement, garage)
- Move heavy objects – maximum weight _____
 Wash walls

Housecleaning

- General cleaning (includes dusting)
- Vacuuming, washing floors, cleaning bathroom and kitchen wiping down appliances: may also include laundry, ironing changing bed sheets.
- Other _____

Fill in and sign for 2 most recent employers

Community Emergency Assistance Programs, Inc.

CHORE PROGRAM

RELEASE OF INFORMATION

I, _____ hereby grant permission to

_____ to release information to Community Emergency Assistance Programs, Inc. concerning my job performance, attendance, reliability and appropriateness to provide chore services to seniors and adults with disabilities. In signing below I agree to hold CEAP, Inc., former employers and person listed as references harmless for any exchange of information or outcome pertaining to my employment as a Chores Worker. This release is effective for one year from the date signed below.

Applicant

Date

Community Emergency Assistance Programs, Inc.

CHORE PROGRAM

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Applicant

Date

CEAP's Chore Program Guidelines

- The Chore Coordinator locates individuals from the community to provide services such as housekeeping, lawn care, snow removal and light maintenance. All work is dependent on worker availability.
- CEAP does a criminal background and reference checks on all Chore workers.
- When a client call in for a service, the coordinator or assistant attempts to assign a Chore worker to provide the service.
- Each Participant and spouse needs to fill out the Program Participant Registration form. Our funder does require this form to be filled out.
- The current rate for service is \$15 an hour with a one-hour minimum per job.
- The Chores Contractor goes to the client's home to do the job. Chore Contractors are to be paid by the client when each job is completed. A job sheet needs to be filled out and turned in to CEAP. It is important that the client initial the job sheet every time work is done. All job sheets need to be turned in by the 1st or 2nd day of the following month.
- Pre-paying is not allowed with the Chores program. Arrangements for alternative payment methods may be made subject to the approval of the Chores worker.
- All jobs need to be cleared and pre-approved by the Chores Coordinator.
- The Chore Contractor can turn down any job they feel they will be unable to do.
- If there are any disagreements between the contractor and the client, please notify the coordinator.
- Community Emergency Assistance Program (CEAP), Minnesota Area Agency on Aging (MAAA) does not assume any liability or responsibility from the client's participation in the Chores program. The client also recognizes and understands that the worker providing services is an independent contractor, and is not an employee or agent of CEAP.
- **If you have any questions or concerns please call 763-450-3667 or CEAP at 763-566-9600**



**CEAP
Independent
Contractor
AGREEMENT**

DIVERSITY AND COMMITMENT

CEAP is committed to joining with others to find constructive ways to eliminate racism, inequality, poverty, and alienation in our organization and the community in which we serve.

The above statement reflects CEAP's policy on respectfulness of all others in all agency dealings. This is a central value in CEAP's mission as an agency. While acting as an independent contractor with CEAP, you will be respectful of all others equally, whether they be staff, volunteers, or clients.

Violation of this agreement will result in verbal and written notice upon first occurrence, and termination as an independent contractor upon any subsequent occurrence.

CONFIDENTIALITY

You will not disclose any information relating to confidentiality and data privacy obtained from your participation in the Program, in accordance with the Minnesota Government Data Practices Act (Minnesota Statute Chapter 13).

Failure to comply with this statute will result in immediate suspension or termination of your status as an independent contractor with CEAP, and possible prosecution according to the penalties defined by law.

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION

CEAP is committed to the principals of Equal Employment Opportunity and Affirmative Action. We believe our continued success depends on the full and effective utilization of qualified persons without regard to race, color, religion, nation of origin, gender, age, handicap, or any other classification protected by federal, state, or local laws or ordinances.

Every Independent Contractor, is expected to comply with the spirit and the intent of our Equal Employment Opportunity / Affirmative Action policy.

HARASSMENT

We believe that every staff person, independent contractor with CEAP and individuals we serve, are entitled to be free of verbal, physical, or other harassment because of race, color, religion, gender, nation of origin, age, handicap, or any basis protected by federal, state, or local laws or ordinances.

We expect full cooperation of everyone at CEAP in making this policy effective. All situations which could be perceived as harassment must be avoided. The kinds of conduct governed by this policy include, but are not limited to, verbal abuse (such as offensive racial, ethnic, or sexual "jokes") and unwanted physical contact. Any incident of harassment should be reported to your supervisor, the Senior Services Coordinator, or Senior Chores Assistant.

I have read and understand the above policies and agree to them while engaged in any activities at CEAP.
I agree to observe all applicable statutes, rules, and policies relating to CEAP.

Print Name

Signature Date

Authorized CEAP Personnel Date

Chore Contractor Procedures and Responsibilities

1. When given a job by the Chore Service, please call that client as soon as possible. If you cannot contact them within one or two days please call The Senior Chore Services Coordinator. When contacting any senior, identify yourself clearly as a CEAP Senior Chore Contractor. Also make a point of contacting the senior at a reasonable hour. A call late in the evening can be quite upsetting to some people.
2. Report to the job on time. If you must cancel for any reason it is your responsibility to reschedule the appointment with the senior and notify them of the change the same day.
3. Review with the customer what work needs to be done and what supplies are needed.
4. When the job is completed, fill in your worksheet. By the 1st or 2nd day of the following month, turn in your completed timesheet to the CEAP office. Please record any social time spent with the client. This is unpaid time but it needs to be entered on the time sheets under social time. This is important for Chore Services continued funding.
5. Since you are an independent worker, it is your responsibility to keep track of your income for tax purposes. You will not fill out a W-4 form and there is no Workers Compensation insurance provided.
6. Do not under any circumstance request or accept a loan or gift of money or material things from any senior or their family. Also, do not request refreshments other than water from a senior while on the job. You may accept refreshment from a senior if they offer it. Any acceptance of money or gifts is grounds for termination from the Chore Program.
7. Do not make a point of discussing religious beliefs with any senior. Trying to convert a senior to another religion is grounds for termination.
8. Do not under any circumstances provide personal care, mobility assistance or food preparation. Do not provide any financial assistance to the client.
9. Do not refer friends or other workers to do work for a senior. All workers must be screened through our application process before they can be assigned chore jobs. Do not take additional workers to a job who have not been approved by CEAP.
10. It is the Chore Contractor's responsibility to notify the Chore Coordinator at least two weeks prior to resigning from the program. At that time turn in a list of all clients you serve. You must notify your clients of your resignation.
11. If either you or the client has any questions call the Chore Coordinator at the CEAP office 763-566-9600 or directly at 763-450-3667.

I understand that if I fail to follow any of the above procedures, CEAP will remove me from the Chore Program.

Signature _____ Date _____

I, _____, agree to the responsibilities of an Independent contractor with the Community Emergency Assistance Program (CEAP). My role as an Independent Contractor with CEAP is to provide chore home maintenance services to senior citizens and disabled persons. The Chore Coordinator will be assigning clients to me. As an Independent Contractor it is my responsibility to determine the times which I will provide the services.

Each “job” will be a minimum of one hour. The current rate is \$15.00 per hour for each “job” performed.

All maintenance and or repair “jobs” must be coordinated through the Chore Coordinator.

I understand that it will be my responsibility to file the appropriate forms with the Federal Government and the State of Minnesota. I also understand that any type of Workmen’s Compensation will be my responsibility.

I, the Independent contractor, will hold the CEAP, harmless against any and all claims, expenses, losses, damages, or lawsuits for damages, arising from or related to performing or failing to perform activities under this agreement.

Mileage expenses are the responsibility of the Independent Contractor.

I understand that I will turn in my job sheets into the Chore Coordinator on or before the 1st or 2nd day of the month.

Independent Contractor

Chore Coordinator

Date

Parent or Guardian if applicant is under