



## ACCAP CHORES & MORE INDEPENDENT CONTRACTOR APPLICATION

**HOURS:** Days and hours are flexible, on-call as needed, or arranged with client.

**HOURLY REIMBURSEMENT:** Paid monthly (after invoice is submitted to Concur Accounting Services)

**Homemaker Services:** \$17.00/hour, 2 hour minimum

Includes light housekeeping (laundry, vacuuming, dusting, washing floors, cleaning bathroom, cleaning kitchen)

**Chore Services:** \$19.00/hour, 1 hour minimum

Includes heavy housework (washing walls, windows, cleaning refrigerator or oven), basic home maintenance, yard work (mowing, trimming, snow removal). NOTE: Independent contractor power equipment fee, if used, is \$5 per job.

**QUALIFICATIONS:** Possess or express a positive willingness to perform any of the following chores: yard and garden maintenance, snow removal, shrub trimming, household cleaning, light maintenance, painting, minor repairs such as minor plumbing, minor electrical, carpentry, plastering, etc.

Ability to follow instructions, work independently, have access to a computer and internet/email, schedule own work, and communicate well with senior citizens. Have independent transportation; owning some tools and equipment is helpful, but not essential.

**DUTIES:** You will work as an independent contractor for citizens over the age of 60 in Anoka County.

As an independent contractor, you will be asked to submit an invoice for all work completed in previous month on the 5<sup>th</sup> of each month. This is required for reimbursement for your time for the Chores & More Program.

The Chores & More Coordinator will screen your application, process a criminal background check, interview you, explain the procedures, and if everything is satisfactory, refer you to clients who need work done.

If you are interested, please complete the attached Independent Contractor Application which includes a skills inventory sheet and criminal background check (must be notarized). Thank you!

RETURN TO:

ACCAP Chores & More Program  
1201 89<sup>th</sup> Avenue NE, Suite 3500  
Blaine, MN 55434  
763-783-4767  
Fax: 763-783-4700  
Email: [Choresandmore@accap.org](mailto:Choresandmore@accap.org)

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

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Please check the service categories in which you have experience and are willing to work:

HOME MAINTENANCE & REPAIR

Caulking and weather stripping \_\_\_\_\_

Painting – Interior \_\_\_\_\_

Painting – Exterior \_\_\_\_\_

Repair windows \_\_\_\_\_

Minor electrical \_\_\_\_\_

Appliance repair – electric \_\_\_\_\_

Appliance repair –gas \_\_\_\_\_

Cement repair \_\_\_\_\_

Reglaze windows \_\_\_\_\_

Faucet & toilet repairs \_\_\_\_\_

Minor carpentry \_\_\_\_\_

LAWN WORK

Mow Lawns \_\_\_\_\_

Weeding \_\_\_\_\_

Rake Leaves \_\_\_\_\_

Tree & shrub trimming \_\_\_\_\_

GARDEN WORK

Planting \_\_\_\_\_

Tilling \_\_\_\_\_

Transplanting \_\_\_\_\_

HOUSEHOLD CHORES

Change storm windows \_\_\_\_\_

Wash windows \_\_\_\_\_

Clean gutters (1 story only) \_\_\_\_\_

Moving heavy objects \_\_\_\_\_

Heavy cleaning \_\_\_\_\_

SNOW REMOVAL

Shovel walks & drives \_\_\_\_\_

Operate snow blower \_\_\_\_\_

Remove snow from roof (1 story only) \_\_\_\_\_

INSTALLATION

Alarms \_\_\_\_\_

Locks \_\_\_\_\_

Handrails & grab bars \_\_\_\_\_

INDOOR HOUSEKEEPING

Vacuum \_\_\_\_\_

Clean floors \_\_\_\_\_

Dust \_\_\_\_\_

Laundry \_\_\_\_\_

Change bedding \_\_\_\_\_

OTHER SKILLS (please list)

\_\_\_\_\_  
\_\_\_\_\_

Do you have your own tools? – Please list:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anoka County cities you are willing to work in? PLEASE CIRCLE ALL THAT APPLY

Anoka	Andover	Bethel	Blaine	Burns/Nowthen	Centerville
Circle Pines	Col Hts/Hilltop	Columbus	Coon Rapids	East Bethel	Fridley
Ham Lake	Lexington	Lino Lakes	Linwood	Oak Grove	Ramsey
St. Francis	Spring Lake Pk	<b>"All Anoka County Cities"</b>			

What times are you available to work: \_\_\_\_\_

Number of hours available to work/week: \_\_\_\_\_

How did you learn of Chores & More: \_\_\_\_\_

Highest level of education completed: \_\_\_\_\_

PREVIOUS WORK EXPERIENCE

<u>Employer Name, Address, Phone #</u>	<u>Start Date</u>	<u>End Date</u>	<u>Salary</u>
_____	_____	_____	_____
_____			

Job Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

<u>Employer Name, Address, Phone #</u>	<u>Start Date</u>	<u>End Date</u>	<u>Salary</u>
_____	_____	_____	_____
_____			

Job Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

<u>Employer Name, Address, Phone #</u>	<u>Start Date</u>	<u>End Date</u>	<u>Salary</u>
_____	_____	_____	_____
_____			

Job Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Are you a current employee of ACCAP?    Y    N

Do you give permission for Chores & More to do a background check?    Y    N

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.

<u>Name</u>	<u>Address</u>	<u>Relationship</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Worker Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interviewer Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I verify that the above information is true and grant you permission to contact the employers and references listed above. I authorize those individuals to disclose information that they have concerning me.

Applicant Signature: \_\_\_\_\_

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

