



Website: www.homelinkworkagency.co.za
Contact numbers: 0120041742/0712628197
Email: info@homelinkworkagency.co.za

DOMESTIC WORKER OR NANNY CONTRACT OF EMPLOYMENT.





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**WRITTEN PARTICULARS
(DOMESTIC WORKER AND OR NANNY)**

Given by:

(Employer)

Full Names

EMPLOYER ID NUMBERS:

Physical Address of employer:

.....
.....
.....

Email address:

.....

Contact numbers/Cell numbers:

.....

Spouse/Relative/close friend names

.....

Contact numbers

.....



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To

(Employee/Domestic worker information)

Full Names

Domestic Worker Physical address

Domestic worker contact numbers/cell numbers

Emergency/Family name and cell numbers

Names:.....

Relationship:.....

Cell numbers:.....

Names:.....

Relationship:.....

Cell numbers:.....



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CLIENT AGENCY CHECK LIST

| | | | |
|----------------------------------|---|---|-------------|
| Candidate criminal history check | Y | N | In progress |
| Pre-employment polygraph | Y | N | In progress |
| Employment reference | Y | N | In progress |
| Credit history check-up | Y | N | In progress |

1. Commencement

Employment will begin on and continue until terminated as set out in clause 6 of the guidelines.

2. Place of work

3. Job description

Job Title

Duties: See attached job description

4. Hours of work

4.1 Normal working hours will be hours per week, made up as follows:

Monday / Tuesday / Wednesday / Thursday / Friday: am to pm

Saturdays: am to pm

Sundays: am to pm

5. Wage (Complete the attached schedule before agreeing on Salary)

5.1 The employees wage shall be paid in cash on the last working day of every week/month and shall be:

R.....

5.2 The employer shall review the employee's salary/wage on or before 1 November of every year.

6. Termination of employment



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Either party can terminate this agreement with one weeks' notice during the first six months of employment and with four weeks' notice thereafter.

7. Sunday & Public holiday work

Any work on Sundays will be by agreement between parties

8. Annual Leave

The employee is entitled to three weeks paid leave after every 12 months of continuous service. Such leave is to be taken at times convenient to the employer and the employer may require the employee to take his/her leave at such times as coincide with that of the employer.

9. Sick leave

9.1 During every sick leave cycle the employee will be entitled to an amount of paid sick leave equal to the number of days the employee would normally work during a period of six weeks.

9.2 The employee is to notify the employer as soon as possible in case of his/her absence from work through illness.

9.3 A medical certificate may be required if absent for more than 2 consecutive days or has been absent on more than two occasions during an eight-week period.

10. Accommodation

10.1 The employee will be provided with accommodation for as long as the employee is in the service of the employer, which shall form part of his/her remuneration package.

11. Clothing

..... sets of uniforms will be supplied to the employee free of charge by the employer and will remain the property of the employer.

12. General

Any changes to the written particulars will only be valid if agreed to by both parties.



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Domestic Worker and or Nanny Job description

- | | |
|---|---|
| <input type="checkbox"/> Child Minding / Baby Sitting | <input type="checkbox"/> Small mending job, e.g. replacing buttons, hems, etc |
| <input type="checkbox"/> Minding Old/Sick Employer or relative | <input type="checkbox"/> Defrosting and cleaning fridge & freezer |
| <input type="checkbox"/> General tidying of the house | <input type="checkbox"/> Cleaning of windows and glass doors inside and out |
| <input type="checkbox"/> Making of Beds | <input type="checkbox"/> Cleaning of all used equipment e.g. vacuum cleaner |
| <input type="checkbox"/> Vacuuming of Carpets | <input type="checkbox"/> Packing away of groceries |
| <input type="checkbox"/> Vacuuming of Upholstery | <input type="checkbox"/> Removal of refuse for collection |
| <input type="checkbox"/> Dusting | <input type="checkbox"/> Sweeping of outside patios, steps, etc |
| <input type="checkbox"/> Wiping down of all appliances e.g. TV etc | <input type="checkbox"/> Wiping down of outside lights |
| <input type="checkbox"/> Cleaning of walls, Light Switches, doors, etc | <input type="checkbox"/> Cleaning of outside room's and cloakroom |
| <input type="checkbox"/> Cleaning of ornaments | <input type="checkbox"/> General driving duties and errands |
| <input type="checkbox"/> cleaning of toilets, basins, baths, showers, etc | <input type="checkbox"/> Wash cars |
| <input type="checkbox"/> Mopping of tiled/vinyl floors | <input type="checkbox"/> Maintain garden in clean and tidy condition |
| <input type="checkbox"/> Cleaning of inside of cupboards | <input type="checkbox"/> Caring for pool |
| <input type="checkbox"/> Cleaning of stove and oven | <input type="checkbox"/> Mow lawns |
| <input type="checkbox"/> Preparation/Cooking of Breakfast | <input type="checkbox"/> Weeding |
| <input type="checkbox"/> Preparation/Cooking of Lunch | <input type="checkbox"/> Trimming and pruning |
| <input type="checkbox"/> Preparation/Cooking of Supper | <input type="checkbox"/> Washing and grooming of dogs |
| <input type="checkbox"/> Setting of table | <input type="checkbox"/> Painting of walls |
| <input type="checkbox"/> Cleaning away after Breakfast/Lunch/Supper | <input type="checkbox"/> Washing of Walls |
| <input type="checkbox"/> Polishing of Floors and Verandahs | <input type="checkbox"/> Laundry-Machine Wash |
| <input type="checkbox"/> Cleaning Brass and Silver | <input type="checkbox"/> Laundry-Hand Wash |
| <input type="checkbox"/> Hanging out of Laundry | <input type="checkbox"/> Ironing |
| <input type="checkbox"/> Washing of Curtains | |



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Kitchen - general cleaning
Kitchen - clean fridge
Kitchen - upper cupboards

Kitchen - general cleaning
Kitchen - clean stove top
Kitchen - lower cupboards

Kitchen - general cleaning
Kitchen - clean microwave
Kitchen - walls & windows

Kitchen - general cleaning
Kitchen - clean oven
Kitchen - small appliances

Thursday

Thursday

Thursday

Thursday

Living room
Hallway walls, front door
Dust

Family room
Vacuum couches
Bookshelves

Laundry room

Closets

Friday

Friday

Friday

Friday

Bathrooms
Wipe walls and doors

Bathrooms
Master shower

Bathrooms
Clean toy shelves

Bathrooms
Garage



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Saturday

Sweep porch
Mop

Saturday

Sweep porch
Mop

Saturday

Sweep porch
Mop

Saturday

Sweep porch
Mop

Sunday

Sunday

Sunday

Sunday



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Daily Reminders

| | | | |
|--------------------------|----------|--------------------------|---------------------------|
| <input type="checkbox"/> | Exercise | <input type="checkbox"/> | Dishes |
| <input type="checkbox"/> | Sweep | <input type="checkbox"/> | Straighten up / Declutter |
| <input type="checkbox"/> | Laundry | <input type="checkbox"/> | Sort mail |

Monthly Reminders

| | | | |
|--------------------------|----------------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | Balance checkbook | <input type="checkbox"/> | Check air filter |
| <input type="checkbox"/> | Test smoke detectors | <input type="checkbox"/> | Inventory, replenish pantry |
| <input type="checkbox"/> | Replace light bulbs | <input type="checkbox"/> | |

Kindly note that no contract will be finalised until the agency is informed on the domestic worker/nanny job descriptions and work schedule.

o Salary _____

13. BENEFITS FOR OUR CLIENTS (EMPLOYERS)

- Candidate criminal history check,
- Pre-employment polygraph (T&C),
- Nanny or domestic worker work reference check-up,
- Nanny or domestic worker performance follow-up,
- One month nanny or domestic worker probation period,
- 12 months guarantee in our entire placement,
- Excellent personal customer service,
- Value for money(able to replace the candidate if she is not performing)(T&C),
- Quick turnaround time,
- Helping with contract of employment,
- Once-off admin and placement fees.

EMPLOYER NAMES _____

SIGNATURE _____

Date: _____

EMPLOYEE NAMES _____

SIGNATURE _____ Date _____

HOMELINK REPRESENTATIVES

Names _____

Signature _____ Date _____