Home Helper Connect

Manual Helper Intake Form

Date: _____ **Captured By:** _____

1) Personal Details

First Name _____ **Last Name** _____

ID Number _____ **Date of Birth** _____

Gender _____ **Nationality** _____

2) Contact Details

Phone Number _____ **Alternative Number** _____

Email Address _____

3) Address Details

Province _____ **City** _____ **Suburb** _____

Address _____

4) Work Profile

Helper Type

☐ Nanny ☐ Caregiver ☐ Housekeeper ☐ Cook

☐ Driver ☐ Cleaner ☐ Babysitter ☐ Elderly Care

Years Experience _____ **Expected Salary** _____

Availability Status

☐ Available ☐ Booked ☐ Unavailable ☐ Notice Period

Home Helper Connect

Manual Helper Intake Form

Languages Spoken

- ☐ English
- ☐ isiZulu
- ☐ isiXhosa
- ☐ Afrikaans
- ☐ Sepedi
- ☐ Sesotho
- ☐ Setswana
- ☐ XiTsonga
- ☐ siSwati
- ☐ Tshivenda
- ☐ isiNdebele
- ☐ SA Sign Language

Work Preference

- ☐ Live-in
- ☐ Live-out
- ☐ Full-time
- ☐ Part-time

5) Skills & Compliance

- ☐ Can Cook
- ☐ Can Clean
- ☐ Laundry
- ☐ Ironing
- ☐ Child Care
- ☐ Elderly Care
- ☐ Driver License
- ☐ Police Clearance
- ☐ References

6) References

Reference Name

Reference Contact

Reference Notes

7) Admin Use

Captured By

Captured Date

Notes