



# YADA HOME SERVICES

*Location: Near Achimota Mall, St. John's*

*Digital Add: GE-353-5669*

*+233(0302)448507 / 0550922517 / 0504147449*

Name: .....

Residence/Location: ..... Date of Birth.....

Telephone Number: .....

Language spoken: .....Home Town.....

Educational Level: ..... Religion: .....

## **Working Experience:**

1..... Duration.....

2..... Duration.....

3..... Duration .....

## **Referees (People from your last place of work)**

Name..... Place of work..... Location.....

Name..... Place of work..... Location.....

## **How long do you want to work with Yada Home Services?**

a. 1 year ( ) b. 2 years and above ( )

## **What are your future plans?**

a. Learn a trade ( ) b. Further your education ( )

b. Other ( ) please specify.....

**Postal Add: P.O.BOX AT 2224, Achimota- Accra, Ghana**

**Email: yadahomeservices@gmail.com**

**Guarantors (Should be either your Father, Mother, Brother Or Sister, Uncle Or Aunty)**

1.Name: ..... Telephone.....

Location..... Relation with Guarantor .....

2.Name: ..... Telephone.....

Location..... Relation with Guarantor .....

3.Name: ..... Telephone.....

Location..... Relation with Guarantor .....

**How soon can you start working with Yada Homecare Services?**

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**Off Days**

Every Saturday afternoon to Sunday evening by 7pm.

You are to report back to work by 7pm on Sunday or Monday morning at 7am.

**Name:** .....

**Signature:** ..... **Date:** .....

## For Official Use Only

### Feedback from Guarantors

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Recruiter..... Signature.....

Date .....

### Job Description for Domestic Assistant

#### Main Job Task and Responsibilities

- Perform house chores and housekeeping duties such as sweeping inside and outside of the house, dusting all widows in the house, scrubbing and cleaning of the washrooms (toilets and bathrooms).
- Helping the madam in the house to cook eg. by cutting of vegetables for cooking, washing the dishes and cleaning the kitchen after cooking.
- Run various errands, such as going to the market etc, as directed by your boss.
- Washing of Clothes.
- Perform any other duties assigned to you from time to time.
- Assist the nurse on duty with lifting of the old woman in the house