

Cleaner Application Form

Cleaner Copy

This agreement is between Temple Cleaning Company Limited and

Name:

Address:

Date of birth

I agree I want jobs at £9 per hour tick one answer – Yes () or No ()

I agree to do 1 off jobs at £10 using client cleaning materials – Yes () or No ()

Some jobs come in at £8 per hour I want to be offered jobs these jobs – Yes () or ()

Cleaners will be self-employed. No income tax need to be paid if your total income including certain state benefits, is less £11,000 per year (2016/17)

CLEANERS CANNOT WORK PRIVATELY FOR CLIENTS: The cleaner that he/she will not work directly for clients introduced by Temple Cleaning Company Limited

CLIENT KEYS: The cleaner agrees that when he/she has keys for clients, he/she is personally liable for any losses or costs associated with the loss or failure to return keys, including the cost of replacement locks.

PENALTIES: The cleaner agrees that upon breach of any of the terms of the agreement, he/she will become personally liable for any loss of fees and any other associated costs suffered by Temple Cleaning Company Limited.

I declare that this information is accurate. I have been handed Temple Cleaning Company Limited terms of engagement and I am happy to accept the agreement. I note that Temple Cleaning Company Limited may hold my personal information and I confirm that I have no objection to this.

Date:

Signature:

Temple Cleaning Company Limited

Brompton Drive, Erith, DA8 2LR,

Sam.coker@gmx.co.uk

Contacting and Meeting the client.

All cleaning appointments will be made by the office, you do not need to contact client before the first cleaning date. They may sometime contact you to introduce themselves beforehand. You will be sent a text asking you if would like a job in a particular postcode area. You need to send text back within 3 hours letting me know if you are interested in the job. Once you accept the job will be sent to you with full name, address, contact number and start time. Arrive at client at the time stated. DO NOT BE LATE. Always take a piece of paper and pen so you can write a message if required. If you get lost do not contact client, contact myself and I will help you get to the client over the phone. If you get to the client and they cannot hear you knock then contact me and I will contact the client.

At the end of the first clean, make an appointment with the client for a 2nd clean

After you have made the second appointment, you must text, letting me know how the job went and date of second clean

Being late or not turning up to meet the client will mean that you will not have any more work. Reliability is critical.

Your work

The first clean is important, as some clients after this if they are not satisfied, will not ask you to return. So do your best to impress the client.

If after meeting the client, you think that what the client wants you to do is, too much or too little for the hours that you have been agreed, you can mention this to the client or else inform us and we will discuss with the client.

Do not change the number of hours that you work for the client without telling us. If you work extra hours without telling us, you will not be insured.

Client Care

Reliability is the most important thing if you wish to have a number of clients and continue working.

Inform the client and us if you are sick or unable to attend cleaning.

Inform us before going on holiday

Take phone numbers for the client in case you need to speak to him/her

If you want to leave inform us as soon as possible.

Keys

Sign for the receipt of the keys to the client's house

Return the keys personally to the client within 1 week of finishing. You can push them through the letterbox. Do not post them.

Lock the door when going home.

Clothes

Wear any cloths you feel you can work comfortably in. There is no dress code.

Wear safe footwear, so as not to slip on wet surfaces

Personal safely

Your safety is very important. Do not do anything dangerous.

Insurance is provided against injury to you or damage to the client's property, but damage to property under £250 is not insured.

Do not lift heavy furniture or other heavy objects

You must not work at heights, such as up a ladder

If a property is not safe, in your opinion, do not work there and let us know immediately. Examples are dangerous floorboards and loose electric wiring after building work.

Things you must do

Use the cleaning equipment and materials provided by the client

Discuss cleaning material with the client

Do not leave early, making sure you have worked all the time you are paid for. Neighbours watching when you come and go, as well as the house alarm recording entry and exit times can catch you.

Tell us if you feel you cannot continue working with a client.

Things you cannot do

You cannot go home early.

You cannot have another person in the client's property (without the client's agreement)

You cannot work for the client outside the agency, as you are not insured and the client could sue you for any accidental damage. In addition, cleaners who fail to agree start dates with client cannot be offered more work

You cannot light a cigarette at a client's property.

You must not take another cleaner to work with you unless he/she is registered with us. An unregistered cleaner is uninsured and would put you in a very difficult legal position if there were any damage.

Your money

Work out with the client how you will be paid, such as in cash or cheque. Most clients are happy to pay in cash if you ask them. If they are not at home when you are there, they should leave your money out for you each time you clean.

You are a self-employed cleaner working directly for clients of the agency. You will be paid directly by these clients. You can earn £11,000 per year before paying income tax and national insurance.

Legal

By applying for this role, you are given consent for a criminal record check to be conducted on you.

In the event of theft from client home, we will cooperate fully with the police and any court proceedings.