



## Job Specification Form

### 1. Personal Information

Client Name	
Date Job Specification submitted:	
Contact Telephone No's	
E-Mail Address	
Home Address	
Tell us about your family (structure)	
What pets do you have?	
Size of House (No of stories? lots of stairs? very big or small?)	

## 2. Work environment and preferences

In brief, what is the job description?	
Where is the job located	
Is the job sleep-in or live-out?	
Are you aware of any transport-related problems in your area?	
Describe the workers quarters and amenities	
What is the age preference?	
Do you have a preference for any particular culture, religion or language group?	
Is appearance important to you?	

## 3. Skills and character traits

What skills do you require? *Please tick as required*

Cleaning	Cooking	Child minding
Laundry	Baking	Stock taking
Tidying	Table Laying	Flower Arranging
Food preparation	Table Service	Managing junior staff
Shopping Lists	Reading to Children	
Mending	Other activities with children (please specify)	

What character traits and abilities are important to you? *Please tick as required*

Honest	Reliable	Punctual
Loyal	Confident	Quiet
Introvert	Outspoken	Passive
Unobtrusive	Outgoing	Forward thinking
Shows Initiative	Common sense	Modern
Sophisticated	Old Fashioned	

What happened to your last domestic worker?

*(If he/she was dismissed due to dishonesty, incompetence, lack of reliability, a bad attitude or any other reason which would make her ill-suited for domestic work, please supply us with his/her full names to be added to our blacklist.)*

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#### 4. Special needs

What are the working hours/times?	
Do you anticipate needing overtime?	
What are your weekend needs?	
What are your public holiday needs?	
Do you have any requirements outside the remit of domestic duties?	

#### 5. Remuneration

What monthly salary are you offering? Please tick and indicate salary parameters. Please note that we do not do placements under R2,440pm

<input type="checkbox"/> R2,400 – R2,700	<input type="checkbox"/> R2,700 – R3,000	<input type="checkbox"/> R3,000 – R3,300	<input type="checkbox"/> R3,300 – R3,600	<input type="checkbox"/> R3,600 – R3,900
<input type="checkbox"/> R3,900 – R4,200	<input type="checkbox"/> R4,200 – R4,500	<input type="checkbox"/> R4,500 – R4,800	Other (please specify):	

Does this include transport?

- Yes  
 No

If sleep in, does this include food?

- Yes  
 No

Is there anything else that you would like to tell us about the job?

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When do you need the candidate to start?

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#### Terms and Conditions

- All information provided herein will be treated as confidential by **You've Got It Maid**.
- By signing hereunder, applicants acknowledge that they are aware that this Job Specification form also serves as an application form to solicit the services of **You've Got It Maid**, which attracts a non-refundable charge of R300 unless resulting in a placement.
- By signing this form, applicants declare that the information provided herein is true and accurate.
- Please note that completion of this application form does not guarantee that a suitable candidate will be found. Should a suitable candidate be found, and should the applicant be willing to employ the identified candidate, then a separate contract will be signed between the applicant and the candidate.
- Signed job specification/application forms with attached proof of payment must be submitted via email to [youvegotitmaid.za@gmail.com](mailto:youvegotitmaid.za@gmail.com).
- Banking details: You've Got It Maid (Pty) Ltd, FNB cheque acc number 62458242634, Hayfields branch code 250655, please use your name and mobile number as a reference.

Applicant's Full Name (Please print): \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

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