PARAGON Personnel Ltd. *(Established in 1980)*
Tel. (604) 298-6633 Fax (604) 298-6655 Website: www.paragon-personnel.com
1 - 4529A Hastings St. Burnaby, B.C. V5C 2K3 e-mail: info@paragon-personnel.com

EMPLOYER'S INQUIRY

TYPE OF HELP REQUIRED **Live In** **Live Out** **TEL.**

NAME **BUS.**

ADDRESS **FAX.**

E-MAIL **CEL.**

FAMILY CONSISTS OF: ADULTS **CHILDREN** **PETS**

GIRLS (date of birth)

BOYS (date of birth)

ARE THERE ANY SPECIAL DIET, ALLERGIES, ETC... IN THE FAMILY

HOME (sq. ft.) **BATHROOMS** **ACCOMMODATION**

PAY OFFERED

HOURS OF WORK **DAYS OFF**

DRIVER LICENSE REQ. **SMOKER** **BABYSITTING**

OUTLINE OF DUTIES

Childcare:

Housekeeping:

Meal preparations:

COMMENTS

Duties performed beyond 40 hours a week will be compensated as per labour standards regulations.

DATE OF ARRIVAL / COMMENCEMENT

DATE

PLEASE NOTE: 1) The employee is entitled to all statutory holidays (after one month of employment) and two weeks paid vacation or 4% of total gross earnings at the end of one year's employment.
2) It is the employer's responsibility to obtain an Employer's Tax number and make remittance of CPP, EI and IT to Revenue Canada on monthly basis.
3) As per provincial regulations, the employer must register with WCB and Employment Standards Branch.