



Request For Assistant

Date _____

1 Contact

Your name _____

Street Address _____

() - () -
Home Phone Cell Phone

City, State and Zip _____

() - () -
Office Phone Fax

E-mail: _____

My preferred method of contact is: Home Cell Office E-mail Other: _____

2 Work

Nature of work you need an assistant for:

Skills required in assistant:

3 Schedule

START DATE / REQUESTED TIME FRAME _____

DAYS / TIMES YOU NEED ASSISTANT HOURS (PLEASE CHECK)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

4 Details

Where will the assistant be performing this work?

Home Home Office Office

Briefly describe work environment:

Do you have any assistant preferences?

Male Liberal Outgoing
 Female Conservative Quiet

Please describe ideal assistant characteristics: