



T +27 21 461 5585
 F +27 21 465 9863
 info@marksrealestate.co.za
 www.marksrealestate.co.za
 Reg No. 2007 / 118171 / 23
 218 Sir Lowry Road Woodstock 7925 Cape Town

MARKS REAL ESTATE BUTNER SERVICES FAMILY PORTFOLIO

Please complete the following particulars in full:

For the Employer: (Name Print)	
I.D Number	
Physical Address:
Telephone (Home):	
Telephone (Work):	
Facsimile:	
Cell phone:	
E- Mail:	
2nd Contact Person	
Telephone:	
Date:	

FAMILY REQUIRES CANDIDATE FOR THE POSITION OF:

- HOUSEKEEPER / MAID
- HOUSEKEEPER/COOK. /NANNY
- BUTLER
- COUPLES (HUSBAND & WIFE)
- COMPANION
- AU PAIR
- HOUSEBOY
- ELDERLY CARE
- MATERNITY NURSE

THE FAMILY'S EMPLOYMENT COMMITMENT IS FOR A PERIOD FROM:

_____ TO _____

DATE REQUIRED: _____

SEASONAL PERMANENT

YOUR FAMILY MEMBERS:

FAMILY SURNAME: _____

HUSBAND'S FIRST NAME: _____ AGE: _____

WIFE'S FIRST NAME: _____ AGE: _____

CHILDREN:

BOY GIRL _____ AGE: _____

BOY GIRL _____ AGE: _____

BOY GIRL _____ AGE: _____

What time do the children normally go to bed?

Do any of the children attend nursery school?

What activities do the children attend weekly?

YOUR HOUSEHOLD IS: FORMAL CASUAL BOTH WORKING PARENTS BUSY
HOUSEHOLD DUAL PARENT HOUSEHOLD

SINGLE PARENT HOUSEHOLD

When is the children's last evening meal served? _____

How would you discipline the children?

Clean Kitchen & Utensils	Yes	No	Indoor Plant Maintenance	Yes	No
Sanitizing Bathrooms	Yes	No	Wash Windows	Yes	No
Dusting	Yes	No	Washing Family Clothing	Yes	No
Hand wash Delicate Clothes	Yes	No	Iron Shirts to Perfection	Yes	No
Separate Clothes for Washing	Yes	No	Washing Dishes	Yes	No
Mend clothes/Buttons/Tears	Yes	No	Chef Simple Cooking	Yes	No
Iron Family Clothes	Yes	No	Chef Gourmet Cooking	Yes	No
Baking	Yes	No	Silver Servicing	Yes	No
Serving family meals	Yes	No	Decorating the Tables	Yes	No
Flower Arrangements	Yes	No	Butlering	Yes	No
Food Shopping	Yes	No	Arranging functions / parties	Yes	No

PROPOSED

HOUSEHOLD TASKS (CONTINUED):

(Please tick the appropriate block)

- | | | |
|----------------------------|---------|--------|
| Looking after Pets | [] Yes | [] No |
| Driving/Chauffeur | [] Yes | [] No |
| Washing Vehicles | [] Yes | [] No |
| Gardening | [] Yes | [] No |
| Operate garden Equipment | [] Yes | [] No |
| Cleaning of Pool | [] Yes | [] No |
| Operate Pool Equipment | [] Yes | [] No |
| Move & Place Furniture | [] Yes | [] No |
| General Handy work | [] Yes | [] No |
| Organize Work/Duties/Tasks | [] Yes | [] No |
| Follow instructions | [] Yes | [] No |
| List "Out of Stock" items | [] Yes | [] No |
| Perform as "Companion" | [] Yes | [] No |
| Perform Elderly Care | [] Yes | [] No |
| Perform Handicapped Care | [] Yes | [] No |
| Perform Invalid Care | [] Yes | [] No |

CULINARY SKILLS:

(Please tick appropriate block)

Simple "home cooking"	
Experienced as a Qualified Industrial Chef?	
Confectioner	
Cordon Bleu Chef	
Nouvelle Style experience	
Specialized Preparation of meals? (please specify)	
* Halaal Meals []	
* Kosher Meals []	
* Vegetarian Meals [] (please specify).....	
* Other [] (please specify).....	

CHILD CARE DUTIES:

PLEASE IDENTIFY THE CHILD CARE DUTIES YOU EXPECT FROM THE CANDIDATE:

- Looking after Children Newborn up to 3 years of age
- Looking after Children 4 to 6 years of age
- Looking after Children 7 to 12 years and older
- Waking children & Dressing them
- Oversee Children during eating of meals
- Eat meals with Children
- Oversee bathing of Children
- Putting Children to Bed
- Wash & iron Children's Clothes
- Teaching / Tutoring
- Delivery & Pickup from School Bus Stop
- Transport or Escort to & from Lessons
- Transport or Escort to & from Children's parties / other activities
- Keep Children's rooms neat & tidy

DESCRIBE THE CANDIDATE YOU SEEK:

Language candidate must speak: _____

Do you require?

- Non Smoker Only Can smoke, but not in house or when with children

Ability to drive?

- Yes No *Vehicle available while on duty only

*Are you providing: Automatic Standard Stick Shift

Do you wish to disqualify suitable candidate if they do not drive: Yes No

PERSONALITY, TRAITS AND HABITS OF THE CANDIDATE:

- | | |
|--|--|
| <input type="checkbox"/> Trustworthy | <input type="checkbox"/> Responsible Volunteers for Duties |
| <input type="checkbox"/> Positive attitude | <input type="checkbox"/> Volunteers for Duties |
| <input type="checkbox"/> Respectful of privacy | <input type="checkbox"/> Self motivated |
| <input type="checkbox"/> Not a chatterbox | <input type="checkbox"/> Conservative Dresser |
| <input type="checkbox"/> Tidy | <input type="checkbox"/> Flexible to duties |
| <input type="checkbox"/> No "Clock Watcher" | <input type="checkbox"/> Hygienic |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Homebody |
| <input type="checkbox"/> Extrovert | <input type="checkbox"/> Clean up after himself! herself |
| <input type="checkbox"/> Honest | <input type="checkbox"/> Timely |
| <input type="checkbox"/> Well Organized | <input type="checkbox"/> Dedicated |
| <input type="checkbox"/> Well Mannered | <input type="checkbox"/> Good Sense of Humour |

FAMILY HOUSE RULES:

Please respond to one of the following three statements:

- We wish to have an individual that will become part of our family
- We wish to have an individual that will become part of our family, but will allow us some privacy when his / her duties are completed.
- We wish to have an individual that will allow us complete privacy.

HOURS OF SERVICE REQUIRED OF CANDIDATE:

Number of hours to be worked each day: _____ Rest time: _____

Approximately how many evenings per week will you require the candidate's services? _____

WAGES EXPECTATIONS:

All wages will be paid on a calendar month basis and the last day of the month.

Starting Monthly wages Offered: R_____

Bonuses Offered: How can they be earned and when? _____

ACCOMMODATION FOR THE CANDIDATE:

** LIVE-IN' POSITION]

LIVE-OUT POSITION]

* (In the case where the position is Live in, the employer will provide the following)

Please specify if the accommodation offered includes a private bathroom for the candidate (PBT)

Furnished- private room in household	Yes	No	PBT
Unfurnished – private room in household	Yes	No	PBT
Share room/apartment with other staff	Yes	No	PBT
Private Room within staff house	Yes	No	PBT
Fully- furnished private apartment (separate entrance)	Yes	No	PBT
Sparsey-furnished private apartment (separate entrance)	Yes	No	PBT
Unfurnished private apartment (separate entrance)	Yes	No	PBT

The candidate will not be allowed to bring strangers into the family's house or his/her living accommodation without the consent of the family and/or without notifying the family in advance. The candidate will not be allowed to abandon or leave the family residence during working hours without the consent of the family and/or notifying the family in advance.

FOR FULL-TIME LIVE-IN POSITION:

- * *Hours candidate is required to work:* Candidate to work full time
- * *Resting Time:* Minimum 2 hours daily
- * *Off time.* Minimum 36 hours per week

MAKE UP OF "OFF DAYS":

Minimum time "OFF" is 36 hours per week.

(Please reflect the proposed "time off" structure of the candidate)

- 1 1/2 Days per week
- 1 Full day + two 6 hours "offs".
- Work weekends.
- 1 Day off per week for 3 consecutive weeks and plus 1 weekend off per month.
- Will negotiate upon arrival of candidate.

WORKING HOLIDAY:

An additional Bonus is paid, by the family, for each "working holiday", should they be asked to work on any of these days:

- | | |
|---|---|
| <input type="checkbox"/> Christmas Eve | <input type="checkbox"/> Christmas Day |
| <input type="checkbox"/> New Year's Eve | <input type="checkbox"/> New Year's Day |
| <input type="checkbox"/> Easter Sunday | <input type="checkbox"/> Good Friday |

VACATIONS:

Scheduling of vacations will be arranged to harmonize with the family's needs after I (one) year of service. The candidate is entitled to 20 (twenty) consecutive days-paid vacations per annum and thereafter adding 3 days per annum to a maximum of 30 days (in total) per annum thereafter.

UNIFORMS:

The family may furnish clean suitable and comfortable work attire. Several changes of uniforms in some households will be provided. The candidate is responsible for their care e.g. ironing, missing buttons, mending of tears, hems, etc. He/She will be required to wear a fresh change of clothes daily, in performing nursery duties; they will be required to change aprons for every feeding of the infant.

SPECIAL NOTE:

The candidate is not allowed to work or be employed, by anyone other than your family without the permission of Marks Real Estate Butler Services.

TERM OF CANDIDATE AGREEMENT:

The agreement is in operation for a period of 1 (one) year as from the signed date and acceptance thereof. Thereafter stays valid on a month to month basis, until either party give 1 (one)-month notice of terminating this agreement. The candidate will be on a probation period for 3 (three) months in which both parties will be able to give 24 hours notice in terminating this agreement.

TERMINATION OF SERVICE:

The candidate will be dismissed immediately (24 hours) and the agreement terminated if:

- (a) A serious problem present itself with either her/his attitude, health or fails to adjust to the position applied for;
- (b) Any strangers are brought into and onto the property of the family, without the family’s knowledge and/or consent thereof;
- (c) Any criminal offence is committed (e.g. Stealing, the intent to harm and/or vandalize the property of the family);
- (d) Employed as a child carer and his/her duties neglected and/or the children in the candidate’s care are abused or mistreated.

PLEASE BE AS SPECIFIC AND HONEST AS POSSIBLE WHEN DESCRIBING YOUR FAMILY’S NEEDS & REQUIREMENTS TO THE CANDIDATE. MAKE YOURSELF CLEAR FROM THE START; IDENTIFY “YOUR HOUSE RULES” AND WHAT YOU EXPECT OF THE CANDIDATE.

FAMILY DECLARATION:

I, _____
(FULL NAMES AND SURNAME)

CONFIRM THAT I HAVE READ AND UNDERSTAND AND AM IN AGREEMENT WITH THE AREAS COVERED AND THE TERMS STATED IN THE FAMILY PORTFOLIO APPLICATION. SHOULD IT BE NECESSARY TO REFUND MONIES TO THE FAMILY FOR ANY REASON WHATSOEVER, THE FAMILY WILL BE PAID THE REFUND BY MARKS REAL ESTATE BUTLER SERVICES AS STATED IN THE TERMS AND CONDITIONS.

MARKS REAL ESTATE BUTLER SERVICES RETAINS THE RIGHT TO TERMINATE THIS AGREEMENT AT ANY TIME IF DEEMED NECESSARY AND TN THE INTEREST OF ANY OF THE INVOLVED PARTIES.

I HEREBY CERTIFY THAT THE INFORMATION ON THIS FORM IS TRUE AND GIVES AN ACCURATE DESCRIPTION OF OUR HOUSEHOLD, THE TERMS AND CONDITIONS OF EMPLOYMENT AND THE DUTIES WE EXPECT TO BE PERFORMED BY THE CANDIDATE.

DATE

FAMILY’S SIGNATURE

PLEASE RETURN THE SIGNED ORIGINAL TO MARKS REAL ESTATE BUTLER SERVICES & RETAIN A COPY FOR YOURSELF.

TERMS OF AGREEMENT:

I, _____
(FULL NAMES AND SURNAME)

ACCEPT HERE WITHALL THE CONDITIONS AND TERMS OF AGREEMENT STATED IN THIS APPLICATION FOR CANDIDATE PLACED IN THE FAMILYRESIDENCE BYMARKS REAL ESTATE BUTLER SER VICES.

1. Definitions:

- 1.1 “Candidate” means the staff member placed with the employer by Marks Real Estate Butler Services.
- 1.2 “The Employer” means the company, individual, partnership, close corporation or institution with which Marks Real Estate Butler Services has placed a candidate.

I..... hereby acknowledge that Marks Real Estate Butler Services is the exclusive recruitment agent for the applicable candidate.

I also acknowledge that I am required to deal directly with Marks Real Estate Butler Services regarding any negotiations / queries; if this stipulation is not adhered to, it will be considered a breach of contract and legal measures will be taken by Marks Real Estate Butler Services.

2. Rates:

<u>Annual Salary</u>	<u>Fee</u>
Up to R59999	10%+VAT
R60 000 to R119 999	12.5% + VAT
R120 000 upward	15% + VAT

Bonus rates and vacation requirements are “subject to change” according to the SA Labour Law & regulations without notice.

3. Guarantee and Rebates:

- 3.1 Provided the due fee is paid within fourteen days of commencement of the candidate’s placement with the employer. Marks Real Estate Butler services guarantees the technical suitability of the candidate for the position during the guarantee period.
- 3.2 The guarantee period is calculated as follows:

<u>Annual Salary</u>	<u>Guarantee Period</u>
Up to R60 000	Two Months
R60 001 upwards	Three Months
- 3.3 Should the placed Candidate resign or be dismissed from the Employer’s employment during the guarantee period, then Marks Real Estate Butler Services will replace the candidate with no further introduction fee payable.
- 3.4 If Marks Real Estate Butler Services is unable at it’s sole and absolute discretion to replace the candidate within 30 (Thirty) days, then it shall offer the Employer the following rebates:

<u>Date of Resignation:</u>	<u>Refund:</u>
First 30 days	25%
30 to 60 days	17.5%
60 to 90 days	10%

3.5 No rebate is payable in the event of placed Candidates being retrenched, transferred or seconded by the Employer.

4. Damages:

Marks Real Estate Butler Services shall not bear any liability whatsoever for any damages suffered by The Employer as a result of the placement of the Candidate or any act or omission of the Candidate whilst employed by The Employer or howsoever arising.

5. Placement of the Candidate:

After initial introduction of the Candidate the employer may not contract with the Candidate through any third party to avoid payment of the introductory fee. In such circumstances the employment of the Candidate shall entitle Marks Real Estate Butler Services to payment as provided in clause 2.

Marks Real Estate Butler Services implements strict measures to carefully assess character references of candidate, their capabilities, work experience, suitability & health status.

The length of the candidate's application attests to our thoroughness. It has been carefully designed so as to provide the host family with an in depth view of the candidates "home life & family", his/her "formal education level" and his/her "capabilities".

We are extremely sensitive to the responsibility that this profession places on us; therefore we are dedicated to carefully extending every effort in selecting the candidate we recommend to you. We do not warrant the candidate's capabilities, character, work experience history provided to us, or their suitability for the position.

Marks Real Estate Butler Services will not be responsible for acts, attitudes and/or omissions of the candidate, or for any loss, damage, personal injury, property damage or any other loss whatsoever arising, be it her own person or property or to others.

The family will not hold Marks Real Estate Butler Services responsible for any delay in the commencement of employment, by the candidate. In the event the candidate fails to begin employment, Marks Real Estate Butler Services will endeavor to find a suitable replacement at the earliest in accordance with Marks Real Estate Butler Services policies as stated in clause 3 of the Terms and Conditions.

6. Variation

No variation of this agreement shall be of any force or effect unless reduced to writing and signed by both parties.

7. Acceptance

We confirm our acceptance of the above terms of service.

Date:

FOR THE EMPLOYER:

Employer: (Name Print)

Designation:

Signature:

FOR MARKS REAL ESTATE BUTLER SERVICES:

Representative: (Print Name)

Designation:

Signature: