



**HandyWorks**  
3333 North 4<sup>th</sup> Street  
Minneapolis, MN 55412  
Fax: 612-276-1534  
handyworks.gmcc.org

Dear Applicant,

Thank you for taking the time to complete this application.

HandyWorks serves homeowners ages 60 and older or permanently physically disabled adults in South, Southeast and Northeast Minneapolis. A program of the Greater Minneapolis Council of Churches, it helps these homeowners to continue living independently by providing housekeeping, minor home repairs, and outdoor chore services. Work generally pays between \$12-\$15 an hour.

**Types of HandyWorks service:**

- *Indoor work* – projects include routine house cleaning, washing windows, painting and cleaning.
- *Outdoor work* – projects include lawn mowing, raking leaves, snow removal, cleaning gutters and gardening.
- *Minor home repair and modification* – projects include insulation and weatherization, installing locks and caulking.

Applications (pages 2-7) can be returned by email, mail, fax or in-person. Retain a copy for your records.

Thanks again,

A handwritten signature in black ink that reads "Meg Nolan-Elliasen".

Megan Nolan-Elliasen, HandyWorks Director  
612-276-1578 or mnolan@gmcc.org

A handwritten signature in black ink that reads "Molly Chandler".

Molly Chandler, HandyWorks Coordinator  
612-276-1577 or mchandler@gmcc.org

## HandyWorks Application Form Instructions

- The last page is your criminal background check consent form. You will need to sign the form in the presence of a notary public. Please bring a valid MN identification card/driver's license for picture identification, no exceptions.
- Once your application has been reviewed we will set up an interview. It will take a few weeks to process your criminal background check and verify your references.
- It is the policy of HandyWorks to provide service to all persons without regard to race, color, creed, religion, national origin, sex, disability, use of public assistance or sexual orientation.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Email: \_\_\_\_\_

Can you legally work in the United States?  Yes  No

### Employment History/Volunteer Activity - Current or most recent employment/volunteer activity.

Employer: \_\_\_\_\_ Dates From/To: \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates From/To: \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates From/To: \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Have you ever been arrested for any crime?  Yes  No

If yes, please explain: \_\_\_\_\_

Charge: \_\_\_\_\_

(A conviction itself doesn't bar you from employment.)

Where did you hear about this opportunity? \_\_\_\_\_

**References:** List below three persons (18 or over) not related to you who have known you for at least one year.

Name	Address	Relationship	Day Phone

**Emergency Contact:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Availability (Days/Hours)**

- Monday \_\_\_\_\_
- Tuesday \_\_\_\_\_
- Wednesday \_\_\_\_\_
- Thursday \_\_\_\_\_
- Friday \_\_\_\_\_
- Saturday \_\_\_\_\_
- Sunday \_\_\_\_\_

**Please list tools and equipment available:**

- Lawn mower
- Snow blower
- Other: (please list) \_\_\_\_\_

**Transportation:** (type) \_\_\_\_\_

Please check the items below that you have experience with, are interested in and able to do:

**Indoor work**

- Toilet repair
- Pipe repair
- Faucet repair
- Interior painting
- Window washing
- Routine cleaning (dusting, vacuuming, washing floors, cleaning bathroom/kitchen, laundry/ironing)
- Heavy cleaning (washing walls, cleaning basements and garages)

**Outdoor work**

- Shoveling snow
- Snow blowing
- Roof snow removal
- Mowing grass
- Raking leaves
- Minor gardening (weeding, edging, trimming)
- Major gardening (prepping soil, planting, landscaping)
- Exterior painting
- Window washing
- Changing storm windows and screens
- Cleaning gutters

**Minor home repair and modification**

- Installing hand rails and grab bars
- Installing locks
- Caulking
- Insulation and weatherization
- Repairing windows and screens
- Changing furnace filters
- Minor cement repair
- Minor carpentry

**Miscellaneous**

- Experience with painting estimates
- Comfortable on an extension ladder
- Moving heavy objects: (max. weight) \_\_\_\_\_
- Other: \_\_\_\_\_

I authorize investigation of all statements in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. I hereby release HandyWorks from any liability connected with this service.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## HandyWorks Independent Contractor - Chore Service Participant Agreement

HandyWorks collects data including your hours worked to complete a variety of funding reports.

1. The undersigned agrees that she/he is not an employee of HandyWorks or Greater Minneapolis Council of Churches (GMCC). She/he is a participant in the HandyWorks program as an independent contractor.
2. The undersigned hereby specifically indemnifies and holds harmless both HandyWorks and GMCC for any liability or cause of action resulting from the undersigned's participation in the HandyWorks program.
3. The undersigned understands that as an independent contractor, she/he is wholly responsible for the quality and result of the work performed. **HandyWorks does not assume any responsibility for, nor does it hold any liability insurance for property damage or bodily injury that results from the work of the independent contractor.**
4. The undersigned agrees to use the forms prescribed by HandyWorks for contracting with clients.
5. The undersigned agrees that said contracts shall be used and be valid only for work specifically referred by HandyWorks.
6. Job sheets must be submitted to the HandyWorks Coordinator by the 25<sup>th</sup> of each month. Failure to do so will result in no reimbursement for the work performed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## HandyWorks Independent Contractor - Procedures and Responsibilities

- Report to the job on time. If you must cancel for any reason it is your responsibility to reschedule the appointment with the client and notify them of the change prior to the scheduled date and time.
- Before beginning a chore/home maintenance job, you will review with the client what work needs to be done and what supplies are needed.
- When HandyWorks matches you with a client to do a chore/maintenance service, it is understood by HandyWorks that the job will be accomplished by you and will be on your job sheet at the end of the month.
- It is your responsibility to inform the HandyWorks Coordinator right away if the client changes their mind about needing the service done by me for any reason.
- When you complete each job, immediately fill in your job sheet. Ask the client to review the information on the job sheet, and ask them to sign.
- Return your completed job sheet to HandyWorks by the 25<sup>th</sup> of the month. Sheets can be returned by mail, email, fax or in-person at the front desk. Any work done after the 25th should be recorded on the following month's job sheet.
- When providing services to clients, identify yourself as a HandyWorks independent contractor. Please make a point of providing services at a reasonable hour. Calls late in the evening can be quite upsetting to some people.
- Do not under any circumstance request or accept a loan, a gift of money, or material items from a client. Also, do not request refreshment other than water from a client while on the job. You may accept refreshment from a client if they offer it. Any acceptance of money or gifts is grounds for termination from HandyWorks.
- Do not refer friends or any other independent contractors to do work for the clients. All independent contractors must be screened through our application process before they can be assigned chore/home maintenance jobs.
- Do not under any circumstances provide personal care, mobility assistance, or food preparation for client.
- It is your responsibility to notify the HandyWorks Coordinator at least TWO WEEKS prior to resigning from the program. Be prepared to turn in the list of all clients you serve. You must notify your clients of your resignation and we in return will contact them regarding their future needs.
- Every individual served by HandyWorks has the right to expect that all information regarding himself/herself will be handled in a confidential manner. I understand that written policies and procedures protect the confidentiality of the client and prohibit discussion of client problems or information at informal gatherings, parties, or within hearing of other clients or the general public.
- If you have a situation with a client, have any questions, concerns or complaints, please contact Molly Chandler, HandyWorks Coordinator at 612-276-1577 or [mchandler@gmcc.org](mailto:mchandler@gmcc.org) or fax at 612-276-1534.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Greater Minneapolis Council of Churches**  
**1001 East Lake Street, P.O. Box 7509, Minneapolis, MN 55407-0509**  
**612-721-8687**

**Non-profit account #: 6127218687**

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

The following named individual has made application with this agency for employment , **OR**  is employed with this agency:

Name of Applicant: \_\_\_\_\_  
Last First Middle (Full)

Maiden, Alias, or Former Name: \_\_\_\_\_

Sex:  M  F Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to the staff of HandyWorks, a program of the Greater Minneapolis Council of Churches for the purpose of becoming an independent contractor with this agency.

\_\_\_\_\_  
Signature of Applicant Date

**NOTARY:**

State of Minnesota

County of Hennepin

Signed or attested before me on \_\_\_\_\_ (date) by

\_\_\_\_\_ (Name(s) of person(s).)

(Seal, if any)

\_\_\_\_\_  
Signature of Notary Public

My commission expires: \_\_\_\_\_