

HUNTER HELPERS

695 Park Avenue

212.396.6964

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hunterhelpers@hunter.cuny.edu

Client Request for Service Application

Name: _____

Address: _____

Email: _____ Home Phone Number: _____

Business phone (*only if you want service providers to call you there*): _____

What service are you requesting? (*Please check all that apply*):

- | | | | | |
|--------------------------------------|--------------------------------------|---|---|---|
| <input type="checkbox"/> Babysitting | <input type="checkbox"/> Dog Walking | <input type="checkbox"/> Party Assistance
<i>(i.e. Student
Musicians, Coat
Check, Servers)</i> | <input type="checkbox"/> Miscellaneous Errands
<i>(i.e. Grocery Shopping,
Rx/Dry-Cleaning Pick Up,
Escort to Health Appt. or
Religious Service, Computer
Help)</i> | <input type="checkbox"/> Student Tutors |
|--------------------------------------|--------------------------------------|---|---|---|

Please provide a job description, indicating when you will need the service provider [day(s) of the week?, time?, sporadic times?], number and age of children (if applicable), number and size of dogs (if applicable) and any other important information:

Hourly rate offered: _____

Please note Babysitting, Party Assistance, Errands Service Providers and Student Tutors generally expect to be compensated at a rate of \$15.00 per hour. Dog Walking service Providers generally expect to be compensated at a rate of \$10.00 per hour.

TERMS AND CONDITIONS

Hunter Helpers acts only as a clearinghouse. It is operated as a convenience for students at Hunter College and families in the Hunter community. **Hunter Helpers does not screen service providers.** Registration does not guarantee that jobs posted will be filled.

Service Providers' Responsibilities:

- If the service provider becomes ill or if an emergency arises, service provider must contact the Client immediately. If the client wishes, the service provider can call the Office of External Affairs and re-post the job, or refer other service providers as a replacement. Under no circumstances is a service provider to pass on a job without the consent of the Client. Service providers who do not give the client at least 24 hours' notice prior to canceling a job will be suspended.
- Service provider may not use Hunter College facilities to provide the requested service under any circumstances.
- Service providers may not bring guests with them to clients' homes.

Clients' Rights and Responsibilities:

- We strongly urge the Client to interview service providers and check references before hiring. A trial period is also encouraged before confirming a regular job.
- Payment terms must be agreed upon in advance between babysitter and client. Service providers generally expect to be compensated at a rate of at least \$15.00 per hour. Payment must be made to the service providers immediately upon the completion of services.
- All job cancellations must be reported by the client to the service provider with as much notice as possible. If the client is unable to contact the service provider within 24 hours, s/he must reimburse the service provider for a minimum of two hours at the wage specified by the client on the job listing.
- Any regular basis jobs that are posted by the client will be removed at the end of each semester. It is the responsibility of the client to notify Hunter Helpers if s/he would like the job re-posted for the next semester.
- It is the responsibility of the client to provide the service provider with food or money for food if the service provider is working during mealtime. Mealtimes are approximately 11:30 a.m.–1:30 p.m., and 5:30–8 p.m. We also encourage the client to pay taxi fare home for jobs ending after 10pm.
- The primary responsibility of the service should be that as described in the job listing.
- Client should inform Hunter Helpers and the service provider as to whether or not they have pets, as some service providers may be allergic to or uncomfortable with certain pets.
- Hunter Helpers reserves the right to refuse or remove postings if, in our sole discretion, removal is in the best interests of the service provider or Hunter Helpers.

Service providers are employed solely by the Client and are not employees of the College. Hunter College makes no representations to service providers or clients concerning the nature of the service provided. The client and service provider acknowledge that Hunter College is not responsible for, and will be held harmless against, any injury, loss, or other damage arising from or related in any manner to the client or service provider's use of Hunter Helpers. For tax benefits or withholding obligations please consult the Internal Revenue Service website at www.irs.gov or Publication 926, Household Employer's Tax Guide for further details.

I HAVE READ AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS STATED ABOVE.

Signature of Client