

Autumn 2006

Dear Friend,

Thank you for your interest in becoming a Safe Hands house and pet sitter.

We at Safe Hand Sitters Ltd. pride ourselves on the high quality of service that we provide to the home and pet owners of the whole of the UK. When our clients go away on holiday or business we want them to return to a clean secure home with happy and healthy pets. You could be part of that high quality service, bringing others peace of mind, whilst you stay in a pleasant, comfortable and sometimes very exclusive environment, and earn extra income.

Of course we have to be very careful of whom we appoint as house and pet sitters, which is why our application form is very searching. However, once a sitter has passed the selection process we ensure that they have the best information and support to give them the confidence and knowledge to deal with almost any situation that may arise. In addition we provide you with a comprehensive sitter's handbook, which deals with health and safety tips and guidance. Whilst home sitting you will be rung regularly to make sure everything is fine. You will be given our daytime and out of hours contact numbers so that you are never more than a phone call away from help, whatever the time.

Most of our sitters undertake home sits of 1 to 2 weeks at a time, for 6-8 times a year. We are however very flexible, and are keen to recruit sitters who may want to undertake more or longer sits.

If, having read the enclosed literature, you wish to join our growing team of sitters, then please complete and return the application. Once we have received the application we will seek references and carry out our checks, then shortly afterwards contact you to arrange an interview date.

I look forward to receiving your application in the near future, if however you have any queries please do not hesitate to ring, write or email us.

Yours sincerely

Helena Datta
Director.

Welcome to Safe Hands Sitters

The role of a house and pet sitter is an extremely responsible one. Safe Hands Sitters wish to ensure that your experience of house sitting is pleasant and satisfying and we aim to ensure that you are not required to undertake any tasks with which you do not feel confident. Our application form is quite detailed in order that we can get to know more about you and find the right kind of house sitting task to suit your abilities and interests.

We provide you with

- ✧ Telephone support whilst you are on assignment to discuss any queries or concerns with back up visiting by arrangement if needed.
- ✧ Prompt payment for all work undertaken.
- ✧ Full insurance cover.
- ✧ Assignments that suit your abilities and interests.
- ✧ Home based training about the tasks, and to ensure your health and safety
- ✧ Bonus Reward payment should you successfully introduce a new sitter to the company.

Your Income		
Basic Daily Rate		£ 14 : 40
One day Assignment		£ 25 : 00
Additional Daily Supplements		
Food Allowance		£ 6 : 00
Public Holidays		£ 5 : 00
Christmas & Boxing Day		£ 20.00
Pet Care	Per dog	£ 1 : 00
	Per Cat	£ 0 : 50
	Other animals	Negotiable
	Other duties	Negotiable
Travel Expenses		
	Own Car	25p per mile
	Public Transport	Standard fare.
Estimated minimum weekly income		£ 153.30
Based on one cat and dog for 7 days with no additional duties		

What do I have to do as a Sitter ?

House sitters are expected to undertake an average of 2.5 hours of light work per day within the home, which could be watering plants, pet walking or cleaning tasks. Any extra work will be separately agreed, for example additional gardening, and you will be paid additionally for this. Included in your pay is an element for holiday pay, and you are only paid whilst you are on assignment.

You may be allowed to bring a spouse or partner with you on the assignment, provided they have gone through our vetting process beforehand, and that the client has given their written agreement.

Other than the light duties, you are free to relax and enjoy being within the home and surroundings. If there is a swimming pool, jacuzzi or gym, we have to have the clients permission to use them, but most people are happy for you to enjoy these facilities. You will always have use of television and radio, although for security reasons we don't allow use of the clients computer or internet.

Sitters are given a food allowance so that you don't have to use the clients food; you can also use the telephone as long as you keep a log of your calls. We need you to keep in daily contact with the head office so that we can make sure that you are safe and well and that there are no problems. If there are, we are there to sort them out with you.

What Happens Next ?

Simply fill in the enclosed application forms and forward them to the office. If your partner / spouse is likely to wish to join you, then they will need to fill out a declaration too, though you could both use the same referees if appropriate.

We will then proceed with your application and undertake the personal checks, which will normally take 3-4 weeks. We will arrange to interview you at home, and then we will send you your handbook, a comprehensive guide that you can take with you for reference whenever you are house sitting. We also send you a home based training questionnaire to complete and return to us, once you have read the handbook, so that we can be sure that you understand what is required of you as a sitter.

Finally, we will contact you with an assignment that we think that you will like, based on all the information that you have shared with us. If you are interested we will forward your details to the client, and you can then arrange to visit them and go through our comprehensive checklist and risk assessment questionnaire, so that

you can be sure of your own safety as well as the safety and security of their house and any pets.

The client normally wishes to hand over the house keys to the sitter on the day of departure and they like you to be there when they return. In between time, you may have agreed to keep in regular contact with them, and you will be in regular contact with Head Office.

Apart from the light duties, you are free to leave the house for up to three hours at a time, as long as you are back in the evening, and away for no more than half an hour after darkness. Your time is then your own to relax and enjoy your stay. You are paid by the organisation at the end of your assignment on a monthly basis, and your pay will include any additional tasks that were agreed at the outset.

The Sitters Responsibilities

Sitters are responsible for the safety of the house and the animals whilst the clients are away. Because of this, no other people are allowed to stay in the house, and you cannot take your own pets on house sitting assignments.

You do not have to accept any assignments, nor does Safe Hands Sitters have to provide you with work. However once you have agreed to accept an assignment you are obliged to undertake the work. Sitters cannot pass on work to anyone else, nor can you undertake work with clients of Safe Hands Sitters without their written permission and under contract.

You must inform Safe Hands Sitters of any changes in your circumstances which could affect the work that you are able to undertake, including health issues or any criminal offence for yourself or your spouse / partner. .

Your Income

Income is based inclusive of holiday pay. Sitters on 24 hour occupancy do not receive the daily subsistence allowance. No allowances are given for a partner or spouse. Travel expenses, including any pre-assignment visits, are paid directly to the sitter by the client at the time of the visit. You are paid for your work by Safe Hands Sitters at the end of your assignment on a monthly basis, and your pay will include any additional tasks that were agreed at the outset.

Any Questions?

If you return the applications form to us we will contact you once we have heard from all your referees. We will then send you a training pack , and arrange to undertake an interview with you.

If you are unsure of anything in the application process, please do not hesitate to contact us and we will be glad to help. Our job is to ensure the safety of our sitters as well as our clients and we are there to support you in working with us and serving our clients.

CONFIDENTIAL APPLICATION FORM

Personal Details

*Mr / Mrs / Miss / Ms / Dr

First Name..... Surname.....

Maiden / Previous Names

Address

.....

Post Code..... Date of Birth

Daytime Telephone..... Mobile Telephone.....

Email Address

Domestic Arrangements

Live Alone Live with my Partner / spouse Live with my Family

How long have you lived at your current address ?years

If less than 5 years, please give the last 5 years previous addresses and post codes on the back of this form

Employment status

Retired About to retire Retirement date.....

Employed part time Days/ hours.....

Employed full time Details.....

Self employed Details

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Your Experience

Please give details of your career including any qualifications

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Other Experience

Have you been a house sitter previously ? Undertaken any domestic work

Maintained a Swimming pool Maintained a Garden

What pets do you have ?

Cats Dogs Birds Poultry Horse Reptiles

Other.....

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What other animals have you cared for ?

Cats Dogs Birds Poultry Horse Reptiles

Other.....

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Describe any other experience of working with animals.....

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Your Interests

What interests or hobbies do you have?

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Your Availability

Would you wish to undertake

care for pets light gardening heavier gardening

Would you wish to housesit

in the city in the country In a small house in a large house

Are you able to housesit

For 1-2 weeks each time For 3-4 weeks

Can you drive Do you have a car

Your Health

Describe any medical condition or disability which would effect your ability to do physical tasks?

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Do you suffer from

heart problems Diabetes Epilepsy

Describe any past or present difficulties with stress or with your nerves

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How much if any

i) alcohol do you consume weekly..... ii) cigarettes do you smoke daily

Criminal proceedings

All applicants will be required to provide a statement of any criminal convictions, which is attached. If your partner is to accompany you on any assignment they must also complete the declaration form.

Would you be prepared to supply a police check, if requested ? Yes No

Are you currently in proceedings which could result in a criminal prosecution ?
Yes No

Have you been declared bankrupt or had a county court judgment against you ?
Yes No

Applicants Referees

We require two professional and one personal referee. Your professional referees should include your last employer and someone else who knows you in a professional capacity. Your personal referee should know you well, but should not be a relative. If you wish your partner / spouse to accompany you they must complete a separate set of forms

Name.....

Address.....

Post Code..... Telephone

Email Address

Name.....

Address.....

Post Code..... Telephone

Email Address

Name.....

Address.....

Post Code..... Telephone

Email Address

Declaration

I confirm that the information I have given is accurate and true. I give my consent for Safe Hands Sitters Ltd to be provided with confidential references from my referees and to obtain financial references through a credit reference agency. I accept the terms and conditions of becoming a house sitter with Safe Hands Ltd.

Signature.....

Name..... Date.....

Spouse / Partner's Information (Where Appropriate)

*Mr / Mrs / Miss / Ms / Dr

First Name..... Surname.....

Maiden/ Previous Names.....

Date of Birth

Referees

If you wish to sue the same referees as your partner please tick here

If not please complete your references details below

Name.....

Address.....

Post Code..... Telephone

Email Address

Name.....

Address.....

Post Code.....Telephone

Email Address

Name.....

Address.....

Post Code..... Telephone

Email Address

Criminal proceedings

