

412 Farrell St., Suite 300  
South Burlington, VT 05403  
(802) 863-5625



Email: [home@sover.net](mailto:home@sover.net)  
Website: [HomeShareVermont.org](http://HomeShareVermont.org)  
Fax: (802) 651-0881

Dear Friend:

Welcome to HomeShare Vermont! The enclosed brochure tells you a little more about our caregiving programs and how they work. Thank you for your interest and we look forward to working with you. HomeShare Vermont is a United Way member agency and we have successfully matched thousands of people in our Homesharing and Caregiving programs.

Also enclosed are an application, reference sheet, and information about our service fees. Please complete the application and reference sheet and return them to us, along with the \$30 application fee. Once we receive your application, we will call you to schedule your personal interview, which will allow us to get to know you better so we can find just the right person for you.

Please bring two forms of identification to the interview, one of which should be a government issued photo ID (driver's license, passport, social security card, etc). **\*\* Please note:** If you are offering driving services, we will also require a copy of your insurance. Also at the interview, applicants are required to sign release forms permitting us to do criminal background and abuse registry checks.

If you have concerns or difficulties with the application you can call us to schedule an appointment and we can help you complete the application.

Thank you again for your interest in HomeShare Vermont. We look forward to meeting you! If you have any questions or concerns, please feel free to call us at 863-5625, e-mail us at [home@sover.net](mailto:home@sover.net).

Sincerely,

MaryLou Thorpe  
Caregiving Coordinator



Caregiving Application
Please Print

For office use only
Date application rec'd: \_\_\_/\_\_\_/\_\_\_
Ref. sheet rec'd: \_\_\_ Fee rec'd: \_\_\_

412 Farrell Street, Ste 300
South Burlington, VT 05403

PLEASE CHECK ONE OR BOTH:

\_\_\_ I SEEK AN HOURLY CAREGIVING JOB \_\_\_ I SEEK A LIVE-IN CAREGIVING JOB

How did you hear about HomeShare Vermont? \_\_\_\_\_

Have you had any past association with HomeShare Vermont? Y / N

FULL NAME: \_\_\_\_\_ OTHER NAMES USED: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_
City State Zip Code

PHYSICAL ADDRESS (if different): \_\_\_\_\_

COUNTY: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

SEX: F / M DOB: \_\_\_/\_\_\_/\_\_\_ AGE: \_\_\_ CELL PHONE: \_\_\_\_\_

EMPLOYMENT HISTORY:

Current: \_\_\_ Full-time \_\_\_ Part-time \_\_\_ Retired \_\_\_ Unemployed \_\_\_ Student \_\_\_ Other
If employed, please list employers

Most Recent employer: \_\_\_\_\_ Self-employed

Position/ Title \_\_\_\_\_ Address \_\_\_\_\_
\_\_\_ Part-time \_\_\_ Full-time Dates employed \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Previous employer: \_\_\_\_\_ Self-employed

Position/ Title: \_\_\_\_\_ Address \_\_\_\_\_
\_\_\_ Part-time \_\_\_ Full-time Dates employed \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

HOUSING SITUATION:

Current: \_\_\_ Rent \_\_\_ Own \_\_\_ Other If other, please explain \_\_\_\_\_

How long at current address? \_\_\_/\_\_\_ to \_\_\_/\_\_\_

Last housing situation: \_\_\_ Rent \_\_\_ Own \_\_\_ Other How long at this address? \_\_\_/\_\_\_ to \_\_\_/\_\_\_

Address: \_\_\_\_\_
City State Zip Code

Have you lived outside of Vermont for any period during the past ten years? Y / N

Where/When? \_\_\_\_\_

Have you ever been convicted of a crime? Y / N

Are criminal charges pending against you? Y / N

Do you have any motor vehicle violations? Y / N

Have you been evicted from a residential rental unit in the last 5 years? Y/N

If you have answered YES on any of the above, please provide details on a separate piece of paper.



Please turn over

Where are you willing to work?

- |                                     |  |                                    |   |                                    |
|-------------------------------------|--|------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Burlington | <input type="checkbox"/> Bolton        | <input type="checkbox"/> Essex     | <input type="checkbox"/> Essex Junction | <input type="checkbox"/> Hinesburg |
| <input type="checkbox"/> Charlotte  | <input type="checkbox"/> Colchester    | <input type="checkbox"/> Milton    | <input type="checkbox"/> Richmond       | <input type="checkbox"/> Shelburne |
| <input type="checkbox"/> Huntington | <input type="checkbox"/> Jericho       | <input type="checkbox"/> Underhill | <input type="checkbox"/> Williston      | <input type="checkbox"/> Winooski  |
| <input type="checkbox"/> St. George | <input type="checkbox"/> S. Burlington |                                    |   |                                    |

PLEASE CHECK ALL THAT MAY APPLY TO YOU:

- I have a car     I take the bus
- Will you work with a             MALE     FEMALE
- Do you smoke?    Y / N                      May your care receiver smoke?    Y / N
- Will you work with someone who has pets?    Y / N
- How many hours of care will you provide each week:    \_\_\_\_\_hours/week
- What specific trainings/certifications do you have regarding personal caregiving or healthcare? (Please attach copies) \_\_\_\_\_  
\_\_\_\_\_

For reporting and statistical purposes, our funders require that we ask for the following information. This information will help determine that HomeShare Vermont does not discriminate in its services.

Ethnicity (Check more than one if applicable):

- |  |   |                                   |
|--|---|-----------------------------------|
| <input type="checkbox"/> White                   | <input type="checkbox"/> American Indian/Alaskan Native   | <input type="checkbox"/> Asian    |
| <input type="checkbox"/> Black /African American | <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> Hispanic |

Do you have a disability?    Y / N

What is your annual household income? \_\_\_\_\_

Number of people in your household: \_\_\_\_\_

*I hereby acknowledge that all the information I have given in this application is true and complete to the best of my knowledge and belief. I authorize HomeShare Vermont to check references and to verify any information in this application. I understand that providing any false or misleading information will make me ineligible for the services of HomeShare Vermont.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION.  
*If any of these items are missing, your application will be considered incomplete.*

- COMPLETED REFERENCE SHEET (SEE ATTACHED)
- \$30 APPLICATION FEE
- RESUME (if Available)

# **HomeShare Vermont – HOURLY & LIVE-IN CARE REFERENCES**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

- All references should be people who have known you at least 1 year. Together, the references should cover a span of at least 5 years to the present.
- If you are seeking employment as a caregiver, we typically require references from supervisors, employers, or co-workers. Family members or romantic partners are not adequate references.
- If you are seeking employment and housing as a live-in caregiver, we typically require references from roommates, landlords, employers or co-workers. Family members or romantic partners are not adequate references.

It is essential that you notify your references that HomeShare Vermont will be calling them. Please realize that if you have trouble reaching them, we will also have the same trouble, and your application will be delayed.

\* \* \*

1. Reference Name \_\_\_\_\_

Phone Numbers: Day \_\_\_\_\_ Night \_\_\_\_\_

Address \_\_\_\_\_

How long have they known you? \_\_\_\_\_

How do they know you? \_\_\_\_\_

\* \* \*

2. Reference Name \_\_\_\_\_

Phone Numbers: Day \_\_\_\_\_ Night \_\_\_\_\_

Address \_\_\_\_\_

How long have they known you? \_\_\_\_\_

How do they know you? \_\_\_\_\_

\* \* \*

3. Reference Name \_\_\_\_\_

Phone Numbers: Day \_\_\_\_\_ Night \_\_\_\_\_

Address \_\_\_\_\_

How long have they known you? \_\_\_\_\_

How do they know you? \_\_\_\_\_

(Please return this with your application)



## Fees

HomeShare Vermont is a small, independent non-profit agency. We rely heavily on charitable giving from individuals, corporations, foundations and government to provide our homesharing and caregiving services. We also rely on fees from people who use our services to help pay for those services. Our fees only cover a portion of the actual cost of our services.

**Application Fee:** \$30 payable with the written application for all customers

**Match Fee:** payable at the time the match agreement is signed

The match fee only applies to customers for whom we are successful in finding a compatible match, and is due at the end of the trial period when the match agreement is signed or within two weeks of the start of the match. The match fee is based on a sliding scale according to gross annual income. We will provide you a bill when your match fee is due.

If your Income is:	Your Match Fee will be:
Less than \$15,000	\$ 60
\$15,000-\$25,000	\$ 95
\$26,000-\$40,000	\$175
\$41,000-\$55,000	\$250
\$56,000-\$75,000	\$400
\$75,000+	\$500

NOTE: In order to encourage more people to provide hourly care, all hourly caregivers will only pay a match fee of \$25 per match.

All fees are non-refundable. If your match should end unexpectedly within the first three months, your paid match fee will be credited in full toward your next match.

*If fees are a hardship, payment plans can be arranged. Please contact a HomeShare staff person to discuss this.*