

**PERSONAL CARE: CHILDCARE/ADULT CARE
REQUEST FORM**

Samford University, Career Development Center
205 University Center, Birmingham, AL 35229
Phone 205-726-2980 Fax 205-726-2842

Thank you for your interest in and support of Samford University students. A student applying for a position does not mean an endorsement is given by Samford. We encourage all employers to screen the students and request references. Please complete this form and return it to the Career Development Center.

DATE: _____ FULL NAME _____
HOME ADDRESS: _____ ZIP CODE _____
E-MAIL ADDRESS: _____
HOME PHONE _____ WORK PHONE _____ FAX _____

TYPE POSITION ___ Full Time ___ Part Time ___ Temporary
 ___ Fall ___ Spring ___ Summer Only

NUMBER OF CHILDREN OR ADULTS NEEDING CARE: _____
AGE(s) _____ GENDER(s) _____

Please check all that apply:

- _____ Childcare Only _____ Adult Care Only
- _____ Light housekeeping
- _____ Cooking
- _____ Transport children/adult to activities using student's car with mileage paid
- _____ Transport children/adult to activities using student's car without mileage paid
- _____ Transport children/adult to activities using employer's car.
- _____ No driving necessary
- _____ Other (please specify) _____

Qualifications: _____

Days/Hours Needed (if flexible specify number of hours per week) _____

Salary Range (**Please do not put negotiable or leave blank!**) _____

I agree to contact the Career Development Center when I have filled the position, or it is no longer needed, so that it can be removed from the job listings.

Signed: _____

Personal care listings remain in job books approximately two months before being removed. *Career Development/Samford University in no way endorses these individuals. As the information is received it is posted in our job books. It is the responsibility of each student/client to verify the specific information pertaining to the job listings.*