

Name _____

Address _____

City _____ St. _____

Phone _____

Email _____

Date Available to Start: _____

We prefer to work with independent contractors who commit to working at least 15 hours per week between 9:00 a.m. and 3:00 p.m., once we are able to build your caseload.

Please indicate if there are any days between the times of 9:00 a.m. and 3:00 p.m. when you cannot work in the AVAILABILITY section below.

PREFERRED DISTANCE TO CLIENTS:

Please highlight the mile radius from your home that you are willing to travel to see clients.

5 – 10 miles

10 – 15 miles

15 – 25 miles

Please be prepared to send us three professional references, with their emails and phone numbers once you have successfully completed your first phone interview.

Please sign your name to consent that you are willing to have a background check conducted.

Signature: _____

AVAILABILITY:

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM					
9:30 AM					
10:00 AM					
10:30 AM					
11:00 AM					
11:30 AM					
12:00 PM					
12:30 PM					
1:00 PM					
1:30 PM					
2:00 PM					
2:30 PM					
3:00 PM					
4:00 PM (PST Clients)					
5:00 PM (PST Clients)					

- How many clients would you like to work with?
 - Part Time – Minimum 15 hours
 - Full Time – No Limitations

PLANNED VACATIONS:

- DATES: _____

- How many weeks annually do you anticipate being unavailable for vacations? _____
- Are there any other potential Scheduling Conflicts?

TECHNOLOGY CAPABILITIES:

1. Does your device have the most recent version of:
 - a. Google Chrome Fire Fox Safari 11
2. Do you have a Web Camera and a Microphone for your device?
 - a. _____
3. Do you have a reliable internet source?
 - a. _____
 - b. Please attach a screenshot of an internet speed test performed on your device.
4. Briefly describe your comfort level/experience with technology:
 - a. _____

5. Have you ever hosted or attended a virtual meeting?
 Zoom GoToMeeting Join.me WebEx Google Meet

PREFERRED CONTACT METHOD:

- Email Phone Text

Note: All appointments will come over to you through email scheduler. Please make sure that you check your email regularly and accept the scheduler.

Sign: _____

Date: _____