

TRUST Application

Return application by mail TRUST, 9 West Rustic Lodge , Minneapolis, MN 55419 or email trust@trustinc.org 612-827-6159

Name _____ DOB _____

Address _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? ___Yes ___No

Highest level of education obtained? _____

Current Employer

Company Name		Telephone		
Address		City	State	Zip code
Position Held	From	To	Supervisor	
Briefly describe your duties				

Previous Employer

Company Name		Telephone		
Address		City	State	Zip code
Position Held	From	To	Supervisor	
Briefly describe your duties				

Previous Employer

Company Name		Telephone		
Address		City	State	Zip code
Position Held	From	To	Supervisor	
Briefly describe your duties				

References

List below persons not related to you who have known you for at least one year. Please list a daytime phone number for each reference.

Name	Relationship	Daytime Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Emergency Contact

Name	Relationship	Phone
_____	_____	_____

I certify that this application was completed by me and that all information on this application is true and correct to the best of my knowledge. I understand that falsification, misrepresentation or omission of facts called for will result in disqualification from further consideration or dismissal from the program. I hereby release TRUST and their staff from any liability connected with this service.

Signature _____ Date _____



Toward Renewed Unity and Service Together!

Rachel Orzoff
Chore Coordinator
ChoreCoordinator@trustinc.org

612.827.6150
9 West Rustic Lodge
Minneapolis MN 55419

*TRUST Inc. unites and mobilizes congregations
and the community to serve and empower our neighbors*

Inventory of Skills
Check out Areas of Interest

Snow Removal

- Shovel walks and driveways
- Remove snows from roof with roof rake
- I have experience using snow blowers
- I have my own snow blower

Painting

- Interior
- Exterior

Plumbing

- Toilet repair
- Faucet repair

Carpentry

- Minor repairs

Electrical

- Minor repairs
- Electric outlets
- Fixtures

Installation

- Locks
- Handrails and grab bars

Lawn and Garden

- Mow lawns
- I have my own mower
- Rake leaves
- Shrub trimming
- Garden work

Home Maintenance and Repair

- Caulking & weatherization
- Repair windows, screens
- Minor cement repair
- Minor appliance repair

Household Chores

- Change storm windows, screens
- Wash windows
- Clean gutters
- Heavy cleaning
- Move heavy objects
- Wash walls, wood work

Housecleaning

- General cleaning (dusting, vacuum, wash floors, clean bathroom/kitchen)
- Clean ovens, refrigerators
- One time cleaning jobs

Please list any other skills.

Days available _____ Hours _____

Transportation (please check) Car ___ Truck ___ Bus ___
Other _____

Tools and equipment available (please list) _____

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Parental permission for workers under age 18. I hereby give my child permission to participate in the TRUST Chore Program. I hereby release TRUST inc. and their staff from any liability connected with this service.

Signature of parent or guardian _____

Date _____

Name of School and grade child is currently in _____

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

Last Name First Name Middle Name

Current Address City/State/Zip

Date of Birth Other Names Used (including maiden name) Years Used

Social Security Number Driver's License # DL State

Email address (may be used for official correspondence)

***IntelliCorp will not process any background checks without a valid email address.**

I acknowledge receipt of the separate stand-alone Disclosure and certify that I have read and understand it and this authorization. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by TRUST Inc. at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **IntelliCorp Records, 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; www.intellicorp.net.**

I do _____ do not _____ authorize you to contact, through IntelliCorp Records, my current employer for Employment and Reference Verifications. *(Checking "I do" will authorize inquiries to the Human Resources Department and to any listed supervisors.)*

I also consent to have any legally required notices sent electronically.

You may request a free copy of any consumer report or investigative consumer report we obtain on you by checking the box.

Printed Name

Signature

Date

Parent or Legal Guardian Signature
(for searches conducted on minors under the age of 18)

Date

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

Payment

TRUST Chore Workers are currently paid a base rate of \$18 / hour. The rate can go up for lawn mowing and snow removal, depending on the property size and use of worker's equipment. Mileage and other expenses are not reimbursed.

Upon completion of a job, the worker should give the client a job ticket that shows, among other things, the hours worked and the amount due. Any additional charges over the base rate of pay must also be noted. The client is responsible for mailing the job ticket and payment to the TRUST office. Chore staff will forward payment to the worker. Checks should be made out to TRUST Inc. If the job takes less than one hour to complete, workers are entitled to be paid for the full hour. For jobs of more than one hour, record and be paid to the nearest quarter hour.

Worker Expectations

Show up to jobs on time and be pleasant

Only bring individuals on jobs who have been approved by Chore staff. Regular helpers must be background checked.

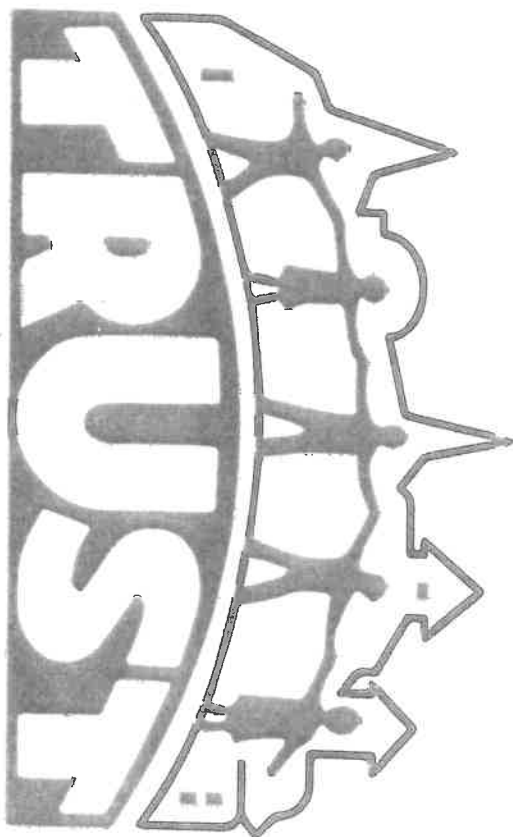
Only work at a client's home when they are present. Outdoor work when necessary is the only exception

DO NOT solicit clients for personal businesses or services outside of the Chore program

DO NOT provide any personal care such as assistance with bathing or meal preparation.

DO NOT transport the client or accept transportation

Call Chore staff at 612-827-6150 if any problems arise



TRUST Inc.

CHORE PROGRAM

WORKER

MANUAL

March 2022

Procedures and Responsibilities

A TRUST Chore Worker is an individual who assists senior citizens and people with disabilities who reside within TRUST's service boundaries with the maintenance of their homes. Chore workers participate with the program as independent contractors and are not staff of TRUST Inc.

Once assigned a job, Chore Workers should contact the client immediately and arrange a convenient time to do the work. Identify yourself clearly as a "TRUST Chore Worker." Mid-morning or early evening is a good to time catch seniors at home. Let the phone ring a number of times. Review with the client what needs to be done, what supplies are needed, and how long you expect the job to take.

Once job is secured, please arrive at the agreed-upon time. If you are delayed or must cancel, let the client know immediately. It is then your responsibility to reschedule. If client is not home at the agreed upon time, let the TRUST office know. If absolutely necessary, you may schedule outdoor work while the client is not home. Never work inside a home when the client is not present.

Routine housekeeping should be basic cleaning. Concentrate of cleaning the bathrooms and kitchen, vacuuming and/or washing floors, dusting, etc. An appropriate time guideline is every other week, 2-3 hours for an apartment or small house, 3-4 for a larger house. Workers should bring their own cleaning gloves, appropriate rags, an a small bucket for the first time they visit a client.

Routine general maintenance, painting, or any repairs that you anticipate lasting 6 hours or more require that a Worker Service Agreement be filled out by the worker and client before the job begins. If you do not have the skills or time to do a job, call the office so that another worker can be assigned.

Workers taking snow removal jobs are responsible for the removal of snow accumulations of 1-5 inches in depth within 24 hours of the snowfall end. Snow will be cleared from all public sidewalks, walkways to front and back doors, stairs, and driveways. Requests by clients to clear additional areas must be agreed upon. Let the client know that added areas may result in an extra charge.

Routine home technology services such as television and home theatre set-up are available to clients. Assistance is also given for video chat setup and implementation.

Clients will routinely be contacted by Chore staff to evaluate workers' job performance. Clients' comments are kept on file. Notify Chore staff if changes or problems occur with clients or if conditions appear to be unsafe. Also report changes in your schedule, address, phone number, transportation, or availability for work.

Client Expectations

Clients are expected to provide necessary supplies (eg: paint, rakes) Clients must speak to Chore staff if major additional work is requested. You might say "Please call TRUST and put in an order to have that done."

If workers arrive for a job and find it has already been done, the client's service will be cancelled and the worker assigned elsewhere. If a good hearted neighbor does it before our worker can get there, the client should notify the TRUST office.

HOW MUCH DOES IT COST?

Chore participants are asked to pay a base rate of \$18 an hour for services. There may be additional charges for tasks outside the basic service.

Please note:

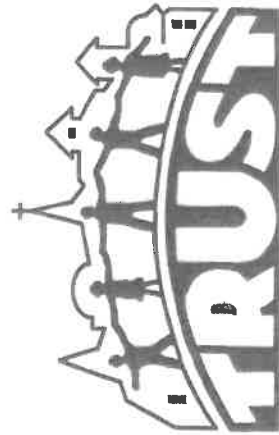
If a job takes less than one hour, the worker is paid for the full hour. Time accumulated after one hour is counted up to the nearest quarter of an hour.

Program participants also are welcome to make donations to help cover administrative costs.

CONTACT US

9 W. Rustic Lodge Ave
Minneapolis, MN 55419
612-827-6150
chorecoordinator@trustinc.org
www.trustinc.org

The TRUST Chore Program is a program of TRUST Incorporated, a coalition of congregations serving South Minneapolis.



YOUR LINK TO YARD WORK,
HOUSEWORK AND
MINOR HOME REPAIRS

TRUST
CHORE
PROGRAM

HOW DOES IT WORK?

1. The program participant calls the Chore Program at 612-827-6150 and explains what work needs to be done. Chore Program staff fill out a work order.

2. The Chore Coordinator contacts the most suitable worker and assigns the work.

3. The worker calls the participant to schedule a time to do the work.

4. Once the job is complete, the worker leaves a payment slip for the participant. Participants also are asked to sign all work order slips.

5. The worker turns in a monthly work report of how many hours were worked and amounts paid.

6. Chore staff will confirm the reports and ensure work was done satisfactorily.

7. For ongoing jobs like lawn mowing and snow shoveling, the participant is assigned a worker for the entire season. The participant and worker can decide how often the work will be done and other details.

SERVICES

Exterior Chores

Lawn mowing and raking

Shrub trimming

Gutter Cleaning

Snow shoveling and blowing

Interior Chores

Routine cleaning and

vacuuming

Refrigerator and stove cleaning

Laundry

General Maintenance

Minor plumbing repairs

Minor electrical repairs

Minor carpentry repair

Home Technology

PC and Laptop

Home Theater / TV assistance

If Chore can't provide the assistance needed, staff will refer you elsewhere

WHAT IS THE CHORE PROGRAM?

The TRUST Chore Program provides household chores and maintenance services to seniors (over 60) living in South Minneapolis. The program matches skilled workers with individuals needing assistance. The goal is to help seniors live safely and independently in their own homes.

WHO DOES THE WORK?

Workers include independent tradespersons, students and volunteers. All have completed applications, had background checks, and been interviewed by Chore staff before being assigned work. They are not employed by Trust, but in partnership with the agency.



MEALS ON WHEELS

TRUST Meals on Wheels enables clients to have a hot, nutritious meal every weekday if they are unable to grocery shop or cook. Or, we can deliver the meals frozen once a week. Meals can be delivered for as long as needed — for just a few weeks or indefinitely, no contract to sign. There are also several funding programs to help pay for the meals if needed. We are here to ensure everyone who needs nutritious meals can receive them. TRUST Meals on Wheels serves south Minneapolis area. Call 612-822-5040 for more information.



CHORE PROGRAM*
The Chore program supports the TRUST goal to help seniors and the disabled stay safely in their own homes. We offer cleaning, housework, yard work, snow removal and basic repairs, for a reasonable low price. These chores help residents maintain their independence and stay in their homes.

GROCERY TRANSPORTATION PROGRAM*

The grocery transportation service provides transportation for older adults so they may shop independently for food at grocery stores and food shelves. The ability to access groceries is a key factor for the wellbeing of people in the community.

ERRAND TRANSPORTATION PROGRAM*

The errand service provides transportation for older adults in the community so they may access locations such as the bank, post office, hardware store and/or pharmacy.

*To qualify for these programs, participants must be at least 60 years old or with a disability and able to shop independently (though assistance is provided in carrying groceries as needed).



ESTATE SALES

Estate Sales or the Trusty Sellers is Trust's combination fund raiser and community service program. Trained and experienced volunteers help people living in the metro area hold estate sales. Trusty Sellers publicize, sort, price, and conduct the sale for the client. TRUST receives a contribution from the sale that then goes back into the community through supporting TRUST's programs. Items not sold at the sales go back to the community via food shelves, free stores, and shelters.

INITIATIVES

- Grief Support Network
- Health and Wellness Programs
- Community Life Enrichment Writers/Book Club
- Community Theater Options
- Quarterly Community Events and service projects

WHO WE ARE

TRUST Incorporated is a non-profit organization based in South Minneapolis that unites and mobilizes community partners to serve and empower our neighbors. It was formed in 1970 by communities of faith seeking to make a positive impact on the changing community. Today, we have a diverse group of partners who work in tandem with TRUST Inc. leadership and staff to bring change through community based programs and initiatives. TRUST Inc. also operates with a host of committed friends and volunteers.

TRUST INC IS COMMITTED TO

Providing services that enhance well-being and dignity; foster collaboration among south Minneapolis faith based organizations; and connect generations to build caring and inclusive community.

TRUST responds to the needs of our neighbors by providing opportunities for involvement in community action and service while strengthening outreach program partnerships.



CONTACT US



612-827-6159



9 WEST RUSTIC LODGE
MINNEAPOLIS, MN 55419



WWW.TRUSTINC.ORG



FACEBOOK.COM/TRUSTINC.MN



TRUST INCORPORATED

Towards Renewed Unity and
Service Together



www.trusting.org