



Re: Employer Seeking Employee

Thank you for contacting Acumen and informing us that you need a direct service worker for _____ (participant's name) in program HI-_____.

By completing this form you are indicating that you are asking for Acumen's assistance in finding a domestic household employee (direct service worker) and you understand the roles and responsibilities described below.

Please complete the following information:

Your name (print): _____

Preferred Contact (phone and/or email): _____

Location of the work (island, town): _____

Does the employee need to have a car to transport the participant? _____

Experience/Languages/Certifications/Skills needed (be brief):

Acumen will only use the information above to find individuals seeking and will not provide your information to anyone but will pass on information to you if a potential employee is identified. We are simply providing a way for you to connect with each other. It is your responsibility to contact the individual and decide if you want to hire them or not. Acumen is not recommending the employee and not recommending you as an employer.

If you decide to hire the person, contact your Agent and Acumen will provide the usual contracted services for enrollment, background checks, and payroll. Please note that it is the employer's responsibility to train your employees before enrollment is completed.

At any time you wish to be removed from our list you may contact us at (808) 452-1320.

Please sign and return this form to Acumen via any method below:

Email: Enrollment-hi@acumen2.net

FAX: (808) 427-8180

Mail: 1003 Bishop Street, Ste. 1100

Honolulu, HI 96813

Signature: _____

Date: _____