



# OLDE FORGE

COMMUNITY RESOURCE CENTRE

**Mission Statement:** To provide community support services to seniors and adults with disabilities living in the west-end of Ottawa. We take pride in providing our clients with quality support enabling them to maintain their independence and dignity while living in their own homes.

## The Olde Forge Community Resource Centre - Home Help/Home Maintenance Social Enterprise Application

Confidential

Please complete the following information:

<b>Name:</b>	
<b>Telephone number:</b>	
<b>mailing address:</b>	
<b>Email address:</b>	
<b>Emergency Contact:</b>	
<b>Website: (if applicable)</b>	

1. Please list the main services you can provide:

---

---

---

---

---

---

---

---

---

---

2. Please tell us which of the following you have completed: (please check boxes).

Police Check (Vulnerable Sector)

Licenses/Certificates

Health/Safety Certificate

Workplace Safety Training

WHMIS

First Aid & CPR Training

Details:

---

---

---

---

---

---

---

---

3. Please provide us with names and contact information for three of your clients who we may contact as references:

Name of Reference	Service you Provided	Contact Information

8. Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date Application signed: \_\_\_\_\_

**For Office Use Only:**

Copy of clear Police Record Check, on file  Yes  No

HH/HMR Application Completed  Yes  No

References Checked  Yes  No

Recommended?

1.  Yes  No

\_\_\_\_\_

2.  Yes  No

\_\_\_\_\_

3.  Yes  No

\_\_\_\_\_

OFE documents signed and completed  Yes  No

On line training completed  Yes  No

Accepted to HH/HM Social Enterprise  Yes  No

Payroll/taxation forms signed and completed  Yes  No

Added to CIMS: \_\_\_\_\_ by \_\_\_\_\_  
dd/mm/yyyy Program Coordinator