

# **Herkimer County Office for the Aging**

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*Kathy L. Fox, Director*

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Dear Job Pool Applicant:

Thank you for your inquiry concerning the Job Pool. Enclosed is a registration form and Authorization for the Release of Information for a background investigation. Please complete both forms and return them to this Office.

The Job Pool is a referral service where the Herkimer County Office for the Aging maintains a file of available workers and the types of tasks they are interested in performing. The Office for the Aging refers names to senior citizens or their representatives requesting assistance; it would be the senior or their representative who is the actual employer.

When a request for the Job Pool is received your name is sent and it is then up to the employer to decide whether to contact you for an interview or to contact your references. Terms and expectations of employment are between you and the employer. Based on experience, we strongly suggest that you are clear and up-front with your expectations for wages prior to agreeing to perform work for anyone.

It is important to note that the Office for the Aging is NOT financially or legally responsible for any problems that may occur between you and the employer. Job Pool registrants are NOT County employees; they are considered independent contractors.

If you need any assistance with the registration form or have any questions concerning the Job Pool, please contact me at 867-1415.

Sincerely,

Melissa Lanphier  
Caseworker