

OFFICE USE ONLY

L/I L/O P/T F/T Temp WOG

Salary: _____ Avail Start: _____

Place 1: _____

Other: _____ Age Exp: _____

Start/End Date: _____

AHP WFH CAR Grade: _____

Place 2: _____

Start/End Date: _____

Available Hours/Days: _____

Areas: _____

ABC Nannies, Inc. is a placement agency that will help you find the best position based on your experience, the area you live in, and your salary range as well as other information that you provide. We do not require a fee from our nannies, but do ask that you keep in touch with us on a regular basis throughout the job search process.

Please note ABC Nannies' requirements to become a registered nanny: at least 18 years old, high school graduate, minimum of two years of child care experience (outside of your own family) and able to make a minimum of a one year commitment to a full or part time position (not required for temporary nannies). This application form is intended for use in evaluating your qualifications for employment with families. This is not an employment contract. By law, you are not required to fill out section IV on this application.

Your future employer will be receiving this information. *This is your opportunity to make a great first impression!* Please be sure to check for spelling, grammar, and punctuation. For reproduction purposes, please fill out your application in black or blue ink.

The first two pages of this document will be for ABC Nannies, Inc. office use. They will be used to help match you with the *right* family and will not be shared with potential employers.

Full Name: _____

Date of application: _____

How did you hear about ABC Nannies? _____

Do you agree to fulfill a one-year commitment with a family? Yes No Temporary only

Please list the longest commitment you can make to the right family: _____

What position are you applying for?

Personal Assistant Housekeeper Household Manager Cook/Chef

Are you looking for: Live-in Live-out Full-time Part-time Temporary

Minimum and maximum number of hours you will work per week: _____

Geographic areas preferred? _____

How would you rate your level of flexibility in a domestic position (re: duties and hours):

I am not flexible I am flexible to a point I am very flexible and can go with the flow

How would you describe your housekeeping standards:

A slob Average Neat & orderly Meticulous

Are you willing to work in a home with pets? Yes No I am allergic to: _____

Once you have accepted an offer from a family, would you be willing to undergo a complete physical that may include a drug test at your employers' request? Yes No

Are you willing to work in a home where someone smokes? Yes No

Are you a smoker? Yes No

Marital status: Married Widowed Divorced Single

If you are or have been married, please list dates: _____

Do you have any children? Yes No Ages: _____

Do you plan on bringing your child(ren) to your job? Yes, I need to No, I have alternate childcare

Please circle the top SIX characteristics that describe you best:

RESERVED	ATHLETIC	OPEN-MINDED	MUSICAL
CREATIVE	DIRECT	POLITICAL	SPIRITUAL
ACCOMODATING	INTELLIGENT	ADVENTUROUS	CALM
HIGH ENERGY	FLEXIBLE	ENTHUSIASTIC	AVOID CONFLICT
HAPPY	RELIGIOUS	PATIENT	OTHER:
NURTURING	ORGANIZED	AFFECTIONATE	_____
FRIENDLY	OUTGOING	EMOTIONAL	_____
CONFIDENT	STRICT	DETAIL ORIENTED	_____

Why do you want to work as an in-home employee? _____

What are your future goals? _____



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Fax (303) 321-1395
www.abcnannies.com

SECTION 1 – GENERAL INFORMATION

First Name: _____ Last Name: _____

Home Telephone: _____ Cell Phone: _____

Email Address: _____

Current Address: _____

City: _____ State: _____ Zip: _____

What are your closest cross streets? _____

SECTION II – EMPLOYMENT HISTORY/REFERENCES

Please begin with your most recent employer

1) Employer: _____ Supervisor: _____

Daytime Phone Number: _____

Starting and Ending Dates: _____ Full time Part time

Salary when you started: _____ Salary when you left: _____

Title and duties? _____

If you worked with children, what were the ages of children when you started? _____

Why did you leave/looking to leave? _____

2) Employer: _____ Supervisor: _____

Daytime Phone Number: _____

Starting and Ending Dates: _____ Full time Part time

Salary when you started: _____ Salary when you left: _____

Title and duties? _____

If you worked with children, what were the ages of children when you started? _____

Why did you leave/looking to leave? _____

3) Employer: _____ Supervisor: _____

Daytime Phone Number: _____

Starting and Ending Dates: _____ Full time Part time

Salary when you started: _____ Salary when you left: _____

Title and duties? _____

If you worked with children, what were the ages of children when you started? _____

Why did you leave/looking to leave? _____

4) Employer: _____ Supervisor: _____

Daytime Phone Number: _____

Starting and Ending Dates: _____ Full time Part time

Salary when you started: _____ Salary when you left: _____

Title and duties? _____

If you worked with children, what were the ages of children when you started? _____

Why did you leave/looking to leave? _____

5) Employer: _____ Supervisor: _____

Daytime Phone Number: _____

Starting and Ending Dates: _____ Full time Part time

Salary when you started: _____ Salary when you left: _____

Title and duties? _____

If you worked with children, what were the ages of children when you started? _____

Why did you leave/looking to leave? _____

Explain any significant gaps in employment in the last five years: _____

PERSONAL REFERENCES

List two personal references which are not related to you and that you have known at least three years. Please note these references must be different than those listed in Child Care.

1) Name: _____ Phone: _____

Relationship and number of years known: _____

2) Name: _____ Phone: _____

Relationship and number of years known: _____

SECTION III – JOB INFORMATION

Date you can start: _____

Are you looking for: Live-in Live-out Full-time Part-time Temporary

What position are you seeking?

Personal/Office Assistant Housekeeper Household Manager Cook/Chef

Monthly salary range for full time? _____

Hourly range for part-time? _____

If part-time, what is your availability? _____

What benefits are you looking for? _____

Please list any outside commitments that we need to work around (classes, job, church): _____

Are you willing to prepare meals for the family/help with meal preparation? Yes No

Do you have formal experience as a cook/chef? Yes No

Are you willing to do light housekeeping? Yes No

Do you have formal experience as a housekeeper? Yes No

Are you computer literate (ie: Excel, Word, Quick Books, email)? Yes No

If no, are you willing to learn new programs? Yes No

Do you have formal nanny or child care experience? Yes No

Are you willing to assist with light childcare and related duties if needed? Yes No

Are you willing to work occasional overnights? Yes No

Are you willing to work occasional weekends? Yes No

Are you willing to work occasional evenings? Yes No

Are you willing to travel with the family you work for? Yes No

Do you have a car that you will bring to work? Yes No

If yes, list year and model of car: _____

Have you had any driving tickets or accidents since you were first issued a driver's license? Yes No

If yes, list dates and please explain: _____

Has your license ever been suspended or revoked? Yes No

If yes, please explain: _____

Have you ever been convicted of a crime? Yes No

If yes, please explain: _____

SECTION IV – EDUCATION INFORMATION

Name and Location of High School: _____

Did you graduate? Yes No

Did you attend college? Yes No Still Attending

Name of College/University? _____

Did you graduate? Yes No Still Attending

Major/minor: _____

Other educational classes/licenses: _____

Are you certified in CPR? Yes No FIRST AID? Yes No

If yes, list most recent date of certification? _____

If no, are you willing to get certified/re-certified? Yes No

Please list any languages, other than English, that you speak fluently: _____

Please list any special skills or abilities that you would like potential employers to know about? _____

SECTION V – QUESTIONNAIRE

1. Describe your strengths and why you would make a good household employee: _____

2. What type of relationship do you feel there should be between you and your employer? _____

3. What is the largest property you've ever managed or cleaned? _____

4. Please check ALL of the tasks you are willing to perform:

- | | | |
|---|--|--|
| <input type="checkbox"/> Typing/Word Processing | <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Answering Phones |
| <input type="checkbox"/> Filing/Faxing | <input type="checkbox"/> Organizational Projects | <input type="checkbox"/> Bill Paying |
| <input type="checkbox"/> Supervising Vendors | <input type="checkbox"/> Grocery Shopping | <input type="checkbox"/> Supervising Others |
| <input type="checkbox"/> Making Travel Arrangements | <input type="checkbox"/> Running Errands | <input type="checkbox"/> Grounds Maintenance |
| <input type="checkbox"/> Childcare | <input type="checkbox"/> Pet Care | <input type="checkbox"/> Plant Care |
| <input type="checkbox"/> Car Maintenance | <input type="checkbox"/> Party Planning | <input type="checkbox"/> Cooking/M meal Planning |
| <input type="checkbox"/> Ironing | <input type="checkbox"/> Dusting | <input type="checkbox"/> Vacuuming |
| <input type="checkbox"/> Washing Dishes | <input type="checkbox"/> Family Laundry | <input type="checkbox"/> Cleaning Bathrooms |

5. What tasks are you *unwilling* to perform? _____

6. Please describe your experience with bill paying and finance management? _____

7. Please describe your experience managing other in-home employees? _____

ABC NANNY AGREEMENT

Please read carefully, initial after each section and sign at the bottom

I certify that all the information disclosed on the ABC nanny application is true and accurate. I understand that withholding or providing false information is grounds for immediate dismissal. I understand and agree that ABC Nannies, Inc., on behalf of the family, will use a professional investigative service to conduct a criminal background check, DMV record and social security verification. I further agree ABC Nannies, Inc. has the right to call my references and seek information in order to help find me a position. _____

I agree that during the term of my relationship with ABC Nannies, Inc., I will maintain direct contact with the staff regarding my status (including how interviews went). I will contact ABC Nannies, Inc. within 24 hours after a client referred to me by ABC Nannies, Inc. has contacted me for an interview or to offer me a position. _____

I agree that I will not take a position without the knowledge of ABC Nannies, Inc. or falsify any information or details regarding the offer made to me by said client of ABC Nannies, Inc. I understand that failure to notify ABC Nannies, Inc. or to abide by these guidelines may result in a suit being brought against me and the client who employs my services without directly arranging such employment through ABC Nannies, Inc. _____

I agree that I will not pass on any information of clients referred to me by ABC Nannies, Inc. to any outside sources, including family and friends, prior to or during employment. Further, I understand that if I do pass on client information that results in the hire of an employee, I can be held liable for the full fee related to that hire. _____

I understand that ABC Nannies, Inc. reserves the right to cease the attempt to find me a position and to terminate my relationship at any time, for any reason, without limitation. _____

I will hold ABC Nannies, Inc. harmless for any breaches of the employment agreement entered into between my employer and myself. I agree my relationship with ABC Nannies, Inc. is only that of a referral nature and all negotiations, understandings and agreements are solely between my employer and myself. _____

I understand that by filling out the application and signing the Domestic Agreement, I am not guaranteed a placement through ABC Nannies & Domestics, Inc. _____

Signature: _____ Date: _____

Thanks for applying with ABC Nannies & Domestics, Inc. As former nannies, we understand how important it is to find the “perfect match” and will do our best to place you in your ideal job!

We look forward to working with you.

CONSENT STATEMENT

I have applied with ABC Nannies and Domestics, Inc. for employment purposes. I understand that ABC Nannies and Domestics' holds the sole decision on whether to employ/place me or not. Therefore, I am providing this information for identification purposes to ensure the accuracy of the background checks conducted. I hereby authorize the release of records maintained by the Colorado Department of Revenue, Motor Vehicle Division pursuant to the Driver's Privacy Protection Act (18 USC 2721) and Colorado law (42-72-204, 42-106, 42-3-125 CRS).

Last Name: _____ First Name: _____ MI: _____

Social Security Number: _____ Birth date: _____

Driver's License Number: _____ State: _____

Phone number: _____

Previous names (maiden, marriage, etc.): _____

Previous addresses (list past seven years beginning with the current address. Include city, state, zip code and dates of residence. Attach an additional sheet if necessary):

1. _____ Dates: _____

2. _____ Dates: _____

3. _____ Dates: _____

4. _____ Dates: _____

5. _____ Dates: _____

How long has applicant lived in Colorado? _____

Has the applicant ever been convicted of a crime, excluding minor traffic violations? _____

If yes, please provide the details including date, location and nature of the crime(s):

Signature: _____ Date: _____