



400 S. Colorado Blvd., Suite 310
Glendale, CO 80246
Phone (303) 321-3866
Toll Free (888) 33.NANNY
Fax (303) 321-1395
www.abcnannies.com

DOMESTIC FAMILY APPLICATION

OFFICE USE ONLY	
Paid Retainer:	_____
Placement 1:	_____
Start/End:	_____
Placement 2:	_____
Start/End:	_____

Date: _____

Name(s): _____

Address: _____

What are your closest major cross streets? _____

Mother's Occupation: _____ Work/cell: _____

Father's Occupation: _____ Work/cell: _____

Does either parent work from home? Yes No If yes, do you have a private office space? Yes No

Home Telephone: _____ Best daytime number: _____

Email(s): _____

*Note: Candidates' applications and references are sent via email unless otherwise requested.

<u>Name of Children</u>	<u>Age</u>	<u>Date of Birth</u>	<u>Grade and School</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If your children are in school, what are their hours? _____

Will your domestic be responsible for any childcare? Yes No If yes, please list how frequently: _____



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Describe your home (Formal vs. informal, square footage, house rules et cetera): _____

Is smoking allowed in your home? Yes No *Note: To our knowledge all of our domestics are non-smokers.

Do you have any pets? Yes No If yes, please list: _____

Do you have other domestic help? Yes No If yes, please list: _____

What role does religion play in your home? _____

Describe your family, please check all that apply:

- | | | |
|---------------------------------------|---|------------------------------------|
| <input type="checkbox"/> Professional | <input type="checkbox"/> Athletic | <input type="checkbox"/> T.V. Fans |
| <input type="checkbox"/> Organized | <input type="checkbox"/> Health Oriented | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Neat Home | <input type="checkbox"/> Active & Fit | <input type="checkbox"/> Laid Back |
| <input type="checkbox"/> Close | <input type="checkbox"/> Artistic | <input type="checkbox"/> Formal |
| <input type="checkbox"/> Fun | <input type="checkbox"/> Sensitive | <input type="checkbox"/> Busy |
| <input type="checkbox"/> Strict | <input type="checkbox"/> Politically active | <input type="checkbox"/> Musical |

Other: _____



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Type of domestic help needed: Housekeeper Household Manger Personal Assistant

Start Date: _____ Live-In Live-Out Full-time Part-time

Please list the hours and days your domestic will be expected to work: _____

Will your domestic be required to work regular/scheduled: Weekends Evenings Overnights

Will your domestic be required to travel with your family? Yes No Maybe

What salary range are you offering? _____

Will you be withholding taxes from your domestic's paycheck? Yes No Need more information on taxes

Will you be providing health insurance or a health stipend for your domestic? Yes No Maybe

What benefits will you be providing (paid vacation, paid holidays, cell phone reimbursement et cetera)? _____

If you will be employing a live-in domestic, what accommodations will you be providing (private/separate living quarters, private bath et cetera)? _____

If you are seeking a live-in domestic, are you willing to pay for a portion of a candidate's airfare to and from an interview with your family if they are living outside of state? Yes No Maybe

Will a vehicle be provided for the domestic to drive on the job? Yes No Maybe

If yes, is the vehicle an automatic or a standard? _____



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What duties will your domestic be responsible for on a regular basis? _____

What duties will your domestic be responsible for on an occasional basis? _____

Please list any skills or abilities you desire in a domestic: _____

Is there any additional information about your family/family situation the ABC Nannies' placement team should know before beginning your search? Yes No If yes, please explain: _____

How did you hear about ABC Nannies, Inc? _____

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AGREEMENT BETWEEN FAMILY & ABC NANNIES, INC. ®

Revised January 2009

I, or We, on behalf of myself and/or ourselves and my or our child/children (collectively called Client), the undersigned (whether one parent or two), agree that ABC Nannies, Inc. ® sole service is to refer nanny candidates to Client. Client will select amongst candidates presented by ABC Nannies, Inc. and Client will make the sole hiring decision.

Upon learning the needs of your family, ABC Nannies, Inc. will refer Client nannies who have been interviewed by ABC Nannies, Inc. and have at least three references checked by ABC Nannies, Inc. References will be provided on all nannies presented to the Client. Client is solely responsible for reviewing this information. If Client decides to make an offer of employment to a nanny, ABC Nannies, Inc. asks that Client notify ABC Nannies, Inc. immediately. At that time, ABC Nannies, Inc. will have a professional investigative service conduct the following: Criminal Records Search going back seven years (through county records), Motor Vehicle Driving Records, Social Security Number Verification, and Nationwide Sex Offender Search. ABC Nannies, Inc. will furnish you with copies of the results of all investigations, provided directly from the professional investigative service. ABC Nannies, Inc. cannot guarantee the accuracy or completeness of this information.

Client further acknowledges that it is the Client's sole responsibility to carefully review and select a nanny among the candidates presented to us by ABC Nannies, Inc. and to review and evaluate the information provided by ABC Nannies, Inc. and the professional investigative service. ABC Nannies, Inc. is a referral agency only; it is not an employer, co-employer, nor independent contractor and assumes no liability or responsibility for the performance of the nanny. Therefore, Client unconditionally releases ABC Nannies, Inc. and its employees, recruiters, agents, officers, and directors and agrees that ABC Nannies, Inc. shall not be liable for any personal property damage, injury, loss, delay or expense of any sort incurred by the Client in connection with their selecting and hiring a nanny referred by ABC Nannies, Inc., including without limitation acts of God, acts of war or government restriction, as well as events directly or indirectly caused by any intentional or negligent acts or omission by any nanny the Client hires. Client further agrees that if they directly or indirectly cause or contribute to any personal or property damage, injury, loss or expense incurred by their employed nanny while in employment of the Client that Client will indemnify and hold ABC Nannies, Inc. and its employees, recruiters, agents, officers, and directors harmless for any resulting liability or expense, including any court costs and legal fees incurred in defending against the employed or former employed nanny's claim.

Client agrees to pay a \$200 non-refundable retainer fee good for one calendar year at the time of signing this agreement in order to process this application. The retainer fee will be credited towards your referral fee. For your convenience, if a check does not accompany this agreement, ABC Nannies, Inc. shall charge the retainer fee on your credit card. The signing of the agreement specifically authorizes ABC Nannies, Inc. to charge the retainer fee on your credit card. If you choose a live-out nanny referred by ABC Nannies, Inc., you agree to pay the non-refundable referral fee of 10%, based on the nanny's annual compensation (gross annual salary and benefits) or \$1500 whichever is greater. If you choose a live-in nanny referred by ABC Nannies, Inc., you agree to pay the non-refundable referral fee of 12%, based on the nanny's annual compensation (gross annual salary and benefits) or \$2600 whichever is greater. If you hire a household manager and/or housekeeper or other domestic, Client agrees to pay the non-refundable referral fee of 15% of the employee's annual compensation (gross annual salary and benefits) or \$1500, whichever is greater. Client agrees to pay a \$100 non-refundable retainer fee for a summer nanny with a \$550 summer non-refundable referral fee should Client hire a summer nanny referred by ABC Nannies, Inc.

Clients registered with ABC Nannies, Inc. may utilize ABC Nannies, Inc.'s temporary services (value of \$100 or the annual renewal fee of \$75) for one year for the fee of \$17 per weekday, evenings and weekends (minimum of four hours a day). Temporary fees for less than 24 hour notice and for overnights are a fee of \$20 per day. All weekend requests must be in by 12:00 noon on Friday or they will be subject to a \$20 service fee. If Client cancels service there is a cancellation fee due to ABC Nannies, Inc. The cancellation fee is \$17 per weekday, evening and weekend and \$20 for less than 24 hour notice/overnights. If cancelled within 24 hours of scheduled time, Client will also be responsible for paying nanny for 4 hours of agreed hourly amount. If Client does not pay nanny directly, this amount will be charged on Client's credit card and ABC Nannies, Inc. will reimburse nanny. All temporary fees are to be paid directly to ABC Nannies, Inc. All temporary nannies have at least two years childcare experience, and have had their background checks conducted. A temporary nanny, once hired to render temporary nanny services shall be compensated directly by the Client. Temporary services shall be rendered by ABC Nannies, Inc. based on candidate availability and interest. ABC Nannies, Inc. does not guarantee temporary services will always be available. If a temporary nanny is hired by the Client in a long-term or summer capacity, the Client agrees to pay ABC Nannies, Inc. the applicable referral fees listed above.



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ALL REFERRAL FEES are non-refundable and are due immediately after an offer is accepted and before the nanny's first day of employment. For your convenience, if referral fee is not received before your nanny's first day, ABC Nannies, Inc. shall charge the placement fee on your credit card, on the nanny's first day of employment. No client application shall be accepted without a valid credit card number and authorization of use by ABC Nannies, Inc. for this purpose. The signing of this agreement specifically authorizes ABC Nannies, Inc. to charge the retainer fee to your credit card. Referral fees MUST be paid no later than the nanny's first day of employment in order for guarantee to apply. If client resends offer after nanny/domestic accepts, through no fault of nanny/domestic, client agrees to pay ABC Nannies, Inc. \$500 cancellation fee.

If within 90 days (3 weeks for a summer nanny) after starting date of nanny's employment and provided that the referral fee has been paid in full on or before the nanny's first day of employment and that Client has provided a signed agreement between the nanny and family before the end of two weeks of employment, the Client terminates the employed nanny for any reason or employed nanny should leave, ABC Nannies, Inc. will refer additional candidates until one replacement is found, at no additional charge. In the unlikely event that the replacement nanny should need to be replaced, the replacement period will start on the day the first nanny started. In other words, after ninety days after the first nanny began employment, a pro-rated credit will go into effect even if a replacement nanny was in place less than ninety days. Regardless of the time any nanny or replacement is employed, under no circumstances is ABC Nannies, Inc. obligated to provide more than one free replacement.

If after 3 months, should Client need a replacement, and provided the referral fee was paid by nanny's first day of employment, and a signed agreement between the nanny and family was provided to ABC Nannies, Inc. before the end of two weeks of employment, ABC Nannies, Inc. will issue a pro-rated credit towards finding a new nanny. However, this agreement is only valid if the job description and hours stay the same and the family has not violated their agreement with the nanny. This guarantee is valid for one year from the first day the first nanny began employment, provided all guidelines have been followed by the Client. After that one year time period, no pro-rated credit need be given, even if a replacement nanny is employed for less than three months.

The Client agrees to keep in confidence the identity of all nannies referred by ABC Nannies, Inc. and the contents of any files or documents forwarded for Client's review. If the Client discloses information about a nanny to a third party, who acting on that information subsequently employs the nanny, the Client undertakes to pay ABC nannies, Inc. the referral fee that would have been payable for that nanny.

Client further understands that in the event ABC Nannies, Inc. must seek collections of the above described fee or any portion thereof, Client shall be responsible for all costs of such collections, including court costs, reasonable attorney fees and interest of 1.5% per month until paid.

Signature of Mother (date)

Signature of Father (date)

Credit Card Number

Expiration Date

Signature of Representative of ABC Nannies, Inc. (date)

Title

We accept Master Card, Visa, and Discover ONLY