



EMPLOYER INFORMATION AND AGREEMENT

Please answer all questions as completely as possible. Though much detail is asked for, this information will help to ensure a successful placement.

Husband _____ Occupation _____ Leaves Home _____

Returns Home _____

Wife _____ Occupation _____ Leaves Home _____

Returns Home _____

Home Address _____ City _____ State _____ Zip _____

Home Phone _____ Husband's Work _____ Wife's Work _____

FAX Number _____ E-mail _____

When is it the best time to reach you and where? _____

How did you hear about us? _____ Date Nanny needed by _____

CHILDREN: (Use a separate sheet for more children, if needed.)

Name	Age	Sex	Describe personality, behavior, health

FAMILY/HOME/NEIGHBORHOOD:

Length of marriage: _____ Others in home/frequent visitors: _____

Pets: _____ Any smoking in home? Yes No If yes, whom/how much? _____

Alcoholic beverages? Yes No If yes, whom/how much? _____

Use of drugs? Yes No If yes, explain _____

Dietary Restrictions: (Please be specific; i.e. no sweets, special diets, etc.)

Type of Home/Area: Square footage: _____ How Many Levels? _____

Row House/Brownstone Apartment Condominium Estate (acreage _____)

Subdivision Country City Other _____

Describe neighborhood (busy, quiet, children in area, etc.)

Vacation home Yes No If yes, where? _____

How close are you to churches, shopping, entertainment, etc.? _____

Public Transportation in your area: Bus Train Subway Other _____

Which are within walking distance? _____

How many nannies are in your area? _____

What major cities are you closest to? _____

How far and in which direction? _____

LEISURE TIME

How do you spend your leisure time?

Vacation plans for the coming year on which your nanny/Helper will be invited? _____

What expenses, if any, would your Helper be expected to pay? _____

For any remaining vacations, will your Helper likely remain at home with the children? Yes No

Or should the Helper's vacation coincide with the family's vacation? Yes No

QUALIFICATIONS OF YOUR HELPER

Can your worker be: Female Male
 Would you consider a couple? Yes No
 Would you consider a: Smoker Non-smoker

Would you consider someone who is: 18-19 years old 20-30 years old
 30-50 years old Over 50 years of age

Is there a particular age/maturity level you prefer? _____

Would you consider someone who is over weight by: 20 lbs. 20 to 50 lbs. 50 + lbs.

Does your Helper need to be able to: Swim Drive Stick Shift Cook

Will Helper be responsible to: Do errands Take children in a car
 Cook all meals Mainly assist with meals Cook for children only

LIST QUALIFICATIONS / TRAITS / EXPERIENCES, etc., you are looking for in a Helper/nanny:

WHAT INTERESTS ARE IMPORTANT TO YOU THAT WE SHOULD CONSIDER IN SELECTING A HELPER / NANNY (athletic, musical, speaks a second language, etc.)

METHOD OF DISCIPLINE USED BY THE PARENTS:

HOW SHOULD YOUR HELPER / NANNY DISCIPLINE?

SALARY / BENEFITS / NANNY'S (HELPER'S) COMMITMENT (See Guidelines 1 to 5)

\$ _____ Starting salary range / week (see guideline 3.) Salary review within three months? Yes No

\$ _____ Per hour compensation for overtime (If applicable). Length of desired Helper employment _____

(See Guideline 4). Would you consider a shorter term? 3 Months 6 Months 9 Months

Are you willing to pay for round trip airfare as outlined in Guideline 5? Yes No

If Hiring Couple are gone overnight during Helper's work week, Hiring Couple will pay \$ _____.

If Hiring Couple are gone over a weekend, Hiring Couple will pay \$ _____.

Number of sick days given to Helper per year _____.

Hiring Couple will pay ½ of Helper's health insurance up to \$ _____ per month.

After two months, if Helper is fired for any reason, either two weeks written notice or severance pay will be given?

Yes No

NANNY'S (HELPER'S) ACCOMMODATIONS / PRIVILEGES (See Guideline 6)**Living accommodations:**

Live-Out Nanny Yes No Separate apartment on premises Separate level from family
 Off Kitchen Attic Basement Main level In family area
 Private bedroom Shared bedroom: with whom? _____
 Private bathroom Shared bathroom; with whom? _____
 Access to a TV TV in Helpers room VCR in Helper's room VCR in House
 Restrictions on TV/VCR _____
 Access to a phone. Private Shared Restrictions: _____
 Sitting room for nanny Kitchen Private entrance Other _____
 Friends over Restrictions: _____

Car Privileges: Exclusive use Limited personal use Work only None

Limitations on personal use of family's car _____
 Type of car _____ Automatic Manual Transmission

Hiring couple will carry car insurance on nanny / Helper? Yes No

Other privileges: (Spa membership, pool, computer, school, piano, etc.)

We **suggest** a curfew of 11:00 p.m. on week nights and 1:00 a.m. on weekends unless otherwise arranged. What does the Hiring Couple expect?

If the Nanny / Helper is late, Hiring Couple wants the Helper to

RELATIONSHIP WITH HELPER (See Guideline 7)

Working member of the family Employer/Employee Somewhere in between

Who will give directions to Helper? _____

How should the Helper address you: First Name Mr. & Mrs. Other _____

Acceptable dress: Casual (nice jeans, etc.) Uniform Other _____

JOB DESCRIPTION

Salary guidelines are based on a maximum of a fifty-five (55) hour work week. If the nanny / Helper works more than 55 hours, they should be compensated accordingly. In order for the nanny / Helper to perform to her best ability, the Helper needs time off and to know what your expectations are. If you need to continue on a separate sheet of paper, please do so. **This job description will be the attachment known as the Schedule A on the contract between you and your Helper.**

WORKING HOURS / TIME OFF (See Guideline 2)

Approximate working hours: Start _____ Finish _____ Any breaks during the day? Yes No

Is evening child care required? Yes No If yes, how many nights per week? _____

Do you offer : Overtime pay Compensatory time off

Do you have a backup sitter? Yes No

If applicable, how much of the day will the wife be home? _____%

Normal days off for Helper: _____ Number of paid holidays per year _____

Amount of paid vacation time _____ Number of Sick Days per year _____

Usual hours are: Monday _____ Tuesday _____ Wednesday _____
 Thursday _____ Friday _____ Saturday _____ Sunday _____

SPECIFIC CHILD CARE RESPONSIBILITIES (Basic Daily Schedule)

Mark the box which applies:

Responsibilities

Yes No Assist Occasionally Not Applicable

Get children up and dressed

Prepare breakfast for children

Make school lunches

Pre-school aged children are in _____.

Days _____.

Hours _____.

School-aged children leave for school at _____ and arrive home at _____

During the summer, children will likely be at home all day

During the summer, children will likely be at camp. If yes, how long? _____

Children are in play groups

There are other children in the neighborhood to play with

Fix Helper's AND children's lunch

Clean up kitchen after: Breakfast

Lunch

Dinner

Other: _____

Nap time. If yes, how long? _____

Helper is expected to have children outside _____ per day

(weather permitting)

In addition to play, Helper is expected to have activities of:

Arts / Crafts

Baking

Music

Dance

Other: _____

at least _____ times per week

We want our Helper to plan activities such as:

Parks

Libraries

Museums

Zoo

Other _____

Helper is expected to assist school-aged children with their homework

Helper is expected to assist pre-school-aged children with their academics

Helper is expected to give children their bath daily

What time of the day do the children get their baths? _____

Helper is expected to be at children's school performances and extra curricular activities when the parents cannot attend

Please give examples of activities you children are in (i.e., ballet, karate, band, baseball, etc.)

Helper is expected to assist children in brushing their teeth after:

Breakfast

Lunch

Dinner

Other: _____

Hiring couple will discuss with Helper what method of potty training will be used and at what age to start if toddler isn't already on a program

Specifics: _____

HOUSEKEEPING (See Guideline 2)

Do you have a housekeeper? Yes No

If yes, how often will the Housekeeper come after Helper / nanny arrives? _____ Per week Per month

Please rate your normal household cleanliness: Very casual 1 2 3 4 5 6 7 8 9 10 Meticulous

HELPER'S HOUSEHOLD CHORES:

The following chores are the Helper's responsibility. These chores should not take more than two hours a day:

For the children: Clean the children's rooms. This includes straightening, making beds, keeping drawers and closets neat. Washing fingerprints off walls and doors. Doing the children's laundry and linens (wash, dry, fold, and put away). Helper will straighten the children's bathroom's) as needed (fold towels or discard, rinse out tub and sink, straighten counter-top).

Light housekeeping duties includes all of the above as well as preparing meals for the children, children's dishes and tidy the kitchen after the children's meals. Empty the dishwasher once a day, empty the garbage in the kitchen. When the children track in or spill, Helper will vacuum or wet mop affected area(s), weekly dust the children's room and keep the Helper's bedroom and bathroom clean and tidy and assist with dinner preparation and clean-up when the Helper eats with the family.

Additional duties: Mark the box which applies to the additional duties. Additional compensation is paid for the assigned, negotiated duties listed below:

Medium housekeeping duties include any of the previous duties plus:

Responsibilities	Yes	No	Daily	Two Times per Week	Weekly
Parent's Laundry					
Wash					
Dry					
Fold					
Put Away					
Errands such as:					
Convenience grocery shopping					
Cleaners					
Other _____					
Miscellaneous:					
Vacuuming children's rooms					
Feeding pets					
Other _____					

Heavy housekeeping duties include any of the above plus:

Responsibilities	Yes	No	Daily	Two Times per Week	Weekly
Thorough vacuuming					
Ironing of Parents' laundry					
Making of Parents' bed					
Changing of Parents' bedding					
Clean Parents' bathroom					
Clean other bathrooms					
Clean toilets					
Clean stove and oven					
Clean refrigerator					
Mop Floors					
Prepare dinner for family					
Weekly grocery shopping					
Other _____					
Is Helper expected to help with guest entertaining? If yes, how often _____					

PERSONAL INFORMATION

Describe yourselves as persons to live and work with.

What are you as a couple willing to do for your new Helper to make this a satisfying and successful experience for her/him?

Are you working with other agencies? Yes No
If yes, agency names and locations:

PHOTOGRAPHS:

Please send snapshots of the following: Home exterior & interior, Helpers living quarters, and also of your family.

PREVIOUS EXPERIENCE WITH MOTHER'S HELPER (NANNY) AND/OR HOUSEKEEPER

Name and address	Starting Ages	Dates of Employment	Reason for leaving	Live-in or out	Positive or Negative Experience	Phone #, E-Mail
1. -----		From:				
		To:				
2. -----		From:				
		To:				
3. -----		From:				
		To:				
4. -----		From:				
		To:				
5. -----		From:				
		To:				

REFERENCES (Non-relatives)

Name & Phone Number, email, fax number	Mailing Address (including zip code)	Relationship to you
1. -----		
2. -----		
3. -----		
4. -----		
5. -----		
6. -----		
7. -----		

Hiring Couple understands that they must pay Helpers West \$150.00 for the background check(s) they want done on each applicant. Helpers West will then give a credit of a total of \$150.00 toward the placement fee. Helpers West will only give one (1) credit of \$150.00 toward the placement fee once per twelve (12) month period. Helpers west will not automatically do the background check(s) on the applicant(s). The background check(s) will be performed once notice that a Hiring Couple is interested in hiring an applicant and once the Hiring Couple requests to begin the thorough background check(s). If the background check(s) are not back before we do a contract with the Mother's Helper (Nanny) and the Hiring Couple, Helpers West will put a stipulation in the contract that the contract will be contingent upon the outcome of the background check(s). Helpers West must receive in full a check from the Hiring Couple before the background check(s) will be initiated on each applicant.

- A five (5) year criminal record check in all areas where the Helper has lived.
- Department of Motor Vehicle record.
- Credit Check.
- Employment check.
- Education Verification.
- Workman's Compensation. Check to see if they have ever filed for workman's comp.)
- Valid Social Security Number Verification

Sign Two Please

Hiring Couple expects the items check marked above to be completed once Helpers West receives payment of \$150.00. Hiring Couple expects to receive one credit of \$150.00 toward the placement fee per twelve month period.

✘ _____
Signature Date

OR

Hiring Couple waives the right to have any of the above background checks and testing completed on their newly hired Helper.

✘ _____
Signature Date

I hereby warrant that the facts stated in the foregoing application are true and complete and are made for the purpose of assisting me to obtain the employee I am seeking. I also authorize Helpers West to contact the references I provide for information related to the employment I am offering.

I understand that Helpers West acts as a referral source only in locating prospective employees.

By signing below, I agree not to commence employment activities with applicants referred by Helpers West until all applicable screening and referral fees are paid to Helpers West. The application and screening fees are non-refundable. The placement fee is refundable for a period of 30 days from the start date of the newly hired employee and will be pro-rated.

All obligations of the parties are embodied in this agreement, and Helpers West assumes no obligation or liability except as specifically designated herein.

✘ _____
Signature Date

(Signatures must appear twice on the Employment Information and Agreement)

Quality Help for Quality Families Since 1984

