

# *Nanny Agency of the Hamptons Inc.*

## nanny application

**Thank you for your interest in Nanny Agency of the Hamptons Inc.**

Please complete the following Nanny application and the Nanny agreement and return them via US Mail (to: P.O. Box 1217 Wainscott, NY 11975) or Fax (212 925 5285) with a copy of your driver's license.

We require a personal profile. On a separate piece of paper, or in an E-mail, please answer the following questions thoughtfully and in enough detail to give us an accurate sense of your personality. (2-4 pages).

- 1 Write about your child care experiences and why you want to be a nanny, why in this location and what you have to offer the children and family you work for.
- 2 Describe your lifestyle and interests.
- 3 Have you lived away from home? Have you traveled out of state? Where and for how long?
- 4 Do you expect to be homesick? Will this job affect your family and friends?

### **Nanny Application and Agreement:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Current address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you at least 18 yrs. old: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driving/ Personal Habits:

Valid Diver's License: \_\_\_\_\_ State: \_\_\_\_\_

License #: \_\_\_\_\_

Number of accidents/moving violations in which you were a driver in the last 3 yrs: \_\_\_\_\_

Have you ever been convicted of a crime: \_\_\_\_\_

Explain: \_\_\_\_\_

Do you drive a stick shift? \_\_\_\_\_ Can you bring a car? \_\_\_\_\_

Do you smoke? \_\_\_\_\_ Do you take drugs? \_\_\_\_\_ Do you drink alcoholic beverages? \_\_\_\_\_

Dietary restrictions: \_\_\_\_\_

Child Care Experience:

Live-in Nanny: \_\_\_\_\_ Live-out Nanny: \_\_\_\_\_ Mother's Helper: \_\_\_\_\_

Please describe your experience as a nanny or mother's helper or babysitter

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Cared for nursing baby \_\_\_\_\_ Prepared formula \_\_\_\_\_ Gave solid foods to baby \_\_\_\_\_

Provided 24 hr. childcare \_\_\_\_\_ Gave medications \_\_\_\_\_

Helped toilet train a toddler \_\_\_\_\_ Taught child to swim \_\_\_\_\_

Cared for ill children \_\_\_\_\_ Please explain \_\_\_\_\_

Experience with special needs children \_\_\_\_\_

Please explain \_\_\_\_\_

Student Teaching: \_\_\_\_\_ Teaching: \_\_\_\_\_ Camp Counselor: \_\_\_\_\_ Babysitting: \_\_\_\_\_ Childcare Courses: \_\_\_\_\_ CPR: \_\_\_\_\_

Brought up own children: \_\_\_\_\_ Other: \_\_\_\_\_

Experience by age of children: Newborn: \_\_\_\_\_ 6-24 months: \_\_\_\_\_

2-5 yrs.: \_\_\_\_\_ 6-12 yrs.: \_\_\_\_\_ Teenagers: \_\_\_\_\_

Health:

How is your general health? \_\_\_\_\_

What is your energy level? \_\_\_\_\_

Do you take any prescription medications? \_\_\_\_\_ What for? \_\_\_\_\_

Allergies: \_\_\_\_\_ Psychological problems?: \_\_\_\_\_

Are you physically able to do this job? \_\_\_\_\_

Education/Interests:

Highest level of education: \_\_\_\_\_ School/College: \_\_\_\_\_

Do you swim? \_\_\_\_\_ How well? \_\_\_\_\_

Special interests: \_\_\_\_\_

Do you like pets? \_\_\_\_\_

Hobbies: \_\_\_\_\_

Housekeeping:

General housekeeping: \_\_\_\_\_ Children's only: \_\_\_\_\_

Cooking ability: \_\_\_\_\_

Dog walking? \_\_\_\_\_

Past employment:

From To Family/Company Telephone Supervisor

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Personal References:

Please provide a personal reference who has known you for at least three years. Please do not list a relative:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

List three childcare references that are not relatives within the past three years:

Name: Phone: Age of Children:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Permanent address:

Permanent address: \_\_\_\_\_

Permanent phone: \_\_\_\_\_

Authorization:

I \_\_\_\_\_ acknowledge that you have advised me that you may request a reference check which may include information on my character, general reputation, education, personal characteristics, driving record, police record, and past employment. I hereby authorize you to obtain such a report. I acknowledge that I have read and understand this statement and all statements made, and the information provided on the employment application, of which this is a part, are true to the best of my knowledge. I agree to release and promise to hold Nanny Agency of the Hamptons, Inc. harmless for any act of the employer. I also agree to hold Nanny Agency of the Hamptons, Inc. harmless of any claim as a result of the placement.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agreement between (Nanny, herein referred to as "Nanny" or "I"): \_\_\_\_\_ and Nanny Agency of the Hamptons, Inc., a licensed and bonded employment agency in the State of New York.

Nanny Agency of the Hamptons, Inc. is acting solely as a referral agent and at no time will be the employer. The Nanny is under no obligation to accept any referral to or a job from anyone Nanny Agency of the Hamptons, Inc. refers the Nanny to.

I hereby certify that my claimed identity is genuine and true and I also certify that all the information in the application, essays and additional information given to Nanny Agency of the Hamptons, Inc. by added means is true in all respects.

I hereby relinquish all claims or possible liability from Nanny Agency of the Hamptons, Inc. . At no time will Nanny Agency of the Hamptons, Inc. be held responsible for any damage or loss resulting from employment from a Nanny

Agency of the Hamptons, Inc. referral, including any acts of commission or omission on my part or the part of the employer family. I also agree that Nanny Agency of the Hamptons, Inc. will not be held liable for the reimbursement of any fees arising from traveling to or from the set job or any possible court costs or lawyer fees stemming from any claim that may be made by any person.

I understand that I must inform Nanny Agency of the Hamptons, Inc. of any contracts or job offers that may come about in the course of my job search including the acceptance of a position. Nanny Agency of the Hamptons, Inc. is not obligated to find me a position and will not be held responsible if an employment is unsuccessful.

I agree to keep all information given to me about prospective employers confidential and will continue to keep that confidential at all times in respect for the families' privacy.

I am aware that I am responsible for the travel expenses and travel arrangements to relocate to the said employment and will make my own agreement with my employer for reimbursement or other compensation.

I understand that I am not required to pay a fee of any kind for the referral services of Nanny Agency of the Hamptons, Inc.. I understand that the Nanny Agency of the Hamptons, Inc.' referral fee is the obligation of my employer. I am aware that there is a contractual agreement between Nanny Agency of the Hamptons, Inc. and my employer and understand that I may not arrive at the employer's home until such conditions as set in the agreement between Nanny Agency of the Hamptons, Inc. and my employer.

I understand that I am being asked to make at least a \_\_\_\_\_ month commitment to which ever family I decide to be placed with and am willing to do so. I can start work on this date: \_\_\_\_\_ and I must complete work by this date: \_\_\_\_\_.

I agree to follow the rules laid down by the American Arbitration Association stating that any problems or breeches of contract arising from this agreement must be settled by arbitration and any judgment made by the arbitrators may be entered in any court having jurisdiction thereof.

I understand that Nanny Agency of the Hamptons, Inc. and my employer will rely on information which I provide on my application, forms provided by Nanny Agency of the Hamptons, Inc. and other records and/or statements which I may provide. I give permission to Nanny Agency of the Hamptons, Inc. and any prospective employer to verify and use the information for employment purposes which I provide during an interview or in writing. I agree that Nanny Agency of the Hamptons, Inc. may cancel its agreement to assist me in finding employment and/or that my employer may dismiss me immediately if any part of the information is not true.

I understand that nothing in this contract is intended to guarantee that Nanny Agency of the Hamptons, Inc. will find me a suitable position. If I accept a position as a result of a referral from Nanny Agency of the Hamptons, Inc. and the job is unsuccessful, I understand that Nanny Agency of the Hamptons, Inc. is not required to assist me in finding another job or to reimburse me for any expenses I may incur should I voluntarily or involuntarily leave my job.

I have read and understand all of the foregoing provisions of this contract and I confirm my agreement with all that is contained in the contract by signing my signature below:

Signature \_\_\_\_\_ Date \_\_\_\_\_