



Dear Applicant,

Thank you for your interest in seeking a position through Elite Nannies & Household Staffing. We have many nanny positions available throughout the United States. We have been successful in matching families and candidates since 2000. I will work with you to match your individual background, experience, and preferences with those of a family to ensure a mutually rewarding experience of at least one-year or more.

What we will do for you:

We will conduct interviews with families to understand their needs. We will then present your file to as many families as we feel you are suitable and compatible with. The families will then conduct an interview over the phone with you to get to a better understanding of what you are looking for and if you are suitable as a match. The family may contact you as many times as they would like, you may also be required to fly out and have 2-3 day in person working interview. (You will not be paid for this time however, the family will be responsible for the expenses).

What you should do:

Fill out the enclosed application and return to our office by mail or fax as soon as possible. Please include copies of the following:

High School and/or College and/or Training School Diplomas/Certificates

Copies of Character Reference Letters (if available)

Recent photo of yourself

Copies of CPR and First Aid cards if available

Copies of Employment Reference Letters (if available)

Copy of Driver's License and Social Security Card

Copy of Professional Licenses

A letter about yourself

If you have any questions please feel free to call our 24-hour voicemail/answering service and leave a message. We will return your call between the hours of 10am-5pm eastern standard time, Monday-Friday.

**Carolyn Hull,
President**

Member of Better Business Bureau



EMPLOYMENT APPLICATION

Name _____

Address _____

City/State/Zip _____

Home Phone _____ Other Phone _____

Email Address _____

Date of Birth _____ Place of Birth _____

Are you a United States Citizen _____yes _____no

Emergency Contact Name _____

Emergency Contact Telephone _____

Emergency Contact Relationship _____

What is your current position? _____

Will you work in a home with children? _____

What household position are you seeking?

____Housekeeper ____Personal Assistant ____Personal Chef

____Household Manager ____Non-Medical Companion ____American AuPair

____Nanny



What type of position are you seeking? Live-in Live-out Either

How many years of experience do you have working in a household?

Date you are available to start

Can you commit to a one-year commitment? yes no

What city/state do you desire employment?

1.

2.

3.

How did you hear about us?

What square footage residence do you have experience?

2,000-3,000 3,100-5,000 5,100-10,000

10,100-15,000 15,100-20,000 more

What type of environment do you prefer to work?

casual informal busy formal

Would you work for a family that has multiple residences?

yes no

Would you work for a family that has a yacht or plane?

yes no

Are you willing to travel throughout America? yes no

Are you willing to travel abroad? yes no

Are you willing to obtain a passport? yes no

Are you willing to wear a uniform? yes no



Are you willing to take a job where you are the authority figure?

yes no

Will you work in a home with pets? yes no

Will you care for the pets? (feeding, walking, grooming)

yes no

Are you allergic to any pets? yes no

What type of pets would you prefer not work with?

dog cat snake hamster/guinea pig

fish birds iguana other

Would you like to make your own decisions on a position or have them prearranged everyday by your employer?

yes no

List four personality characteristics that you feel describe you best

1. _____ 2. _____

3. _____ 4. _____



TELL US ABOUT SKILLS

Why are you pursuing a career in household service?

What are your goals for the next 5 years?

Please mark the following skills you are willing to perform or have experience in:

- | | | |
|--|--|--|
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Meal Preparation | <input type="checkbox"/> Specialty Meals |
| <input type="checkbox"/> Menu Planning | <input type="checkbox"/> Event/Party Planning | <input type="checkbox"/> Administrative Skills |
| <input type="checkbox"/> Payroll | <input type="checkbox"/> Staff Supervision | <input type="checkbox"/> Light Housecleaning |
| <input type="checkbox"/> Detail Cleaning | <input type="checkbox"/> Care of Fine Linens | <input type="checkbox"/> Care of Fine Furniture |
| <input type="checkbox"/> Care of Fine Art | <input type="checkbox"/> Formal Food Serving | <input type="checkbox"/> Casual Food Serving |
| <input type="checkbox"/> Errands | <input type="checkbox"/> Hospitality Skills | <input type="checkbox"/> Childcare |
| <input type="checkbox"/> Care of Pets | <input type="checkbox"/> Care of Plants | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Chauffeuring | <input type="checkbox"/> Gardening | <input type="checkbox"/> Organizational Skills |
| <input type="checkbox"/> Valet Services | <input type="checkbox"/> Ironing | <input type="checkbox"/> Planning Children's Activities |
| <input type="checkbox"/> Traveling | <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Elder Care |
| <input type="checkbox"/> Travel Planning | <input type="checkbox"/> Personal Shopping | <input type="checkbox"/> General Housecleaning |
| <input type="checkbox"/> Other | | |



Please list the training or experience you possess for the position you are seeking:

Are you willing to relocate within 2 weeks to 2 months for a new job?

____yes ____no

**Please mark the following hobbies or interest in the order of importance 1-10
(1 being the most important)**

____computers ____reading ____music ____cooking
____watching television ____attending religious services
____visiting family and friends ____attending theater and movies
____attending sporting events ____sewing ____outdoor activities
____travel ____swimming ____walking ____exercise

Marital Status

____Single ____Married ____Divorced ____Widowed ____Engaged



HOURS, BENEFITS, COMPENSATION

What days off are you seeking?

SUN/MON MON/TUE TUE/WED
 WED/THU THU/FRI FRI/SAT
 SAT/SUN other _____

What gross salary range are seeking weekly \$_____ or yearly \$_____

FICA, State and Fed taxes are to be deducted by law.

Are you flexible with this salary range yes no

Are you seeking Health Insurance? yes no

Are you seeking Dental Insurance? yes no

Are you seeking all major holidays off? yes no

If no, please list which holidays you are willing to work:



HEALTH INFORMATION

- Will you submit to drug testing if requested?** ___yes ___no
- Will you submit to a physical examination?** ___yes ___no
- Do you have any physical restrictions or impairments?** ___yes ___no
- Are you currently under the care of a physician?** ___yes ___no
- Have you ever been treated for the following:**
- Allergies** ___yes ___no
- Diabetes** ___yes ___no
- Convulsions** ___yes ___no
- Asthma** ___yes ___no
- Cancer** ___yes ___no
- Heart Disease** ___yes ___no
- Have you ever been treated for emotional stress/depression?** ___yes ___no
- Have you ever been convicted of a crime?** ___yes ___no
- Do you smoke?** ___yes ___no
- If requested would you refrain from smoking in the home** ___yes ___no



AUTOMOBILE/DMV INFORMATION

Do you drive? yes no

Do you drive standard shift? yes no

Do you own a car? yes no

Are you bringing your car to the job? yes no

Driver's License # _____ exp date _____ State _____

Do you have any speeding tickets or moving violations in the last 7 years?
yes no

Has your license ever been suspended? yes no

If yes, please explain _____

Education:

High School _____

College _____

Trade School _____

Training School _____

Did you graduate from High School? yes no

Do you have a GED? yes no

409 Washington St. #182, Hoboken, NJ 07030 1-888-590-9486 phone 1-866-701-7186 fax
email: info@elitenannyjobs.com www.elitenannyjobs.com



PLEASE ANSWER THE FOLLOWING QUESTIONS AS BEST YOU CAN

What are your personality strengths?

What are your personality weaknesses?

What is your best experience on the job?

What is your worst experience on the job?

Describe how you would handle an employer that is hard to please:

Describe how you would handle an employer who insists on helping out with everything:

What are you looking for in a prospective job?

What situation would not work for you? (smokers, different beliefs of faith)



APPLICANT/AGENCY AGREEMENT

Elite Nannies & Household Staffing is a registered household referral agency in NJ. We will speak with a family about you only if we feel you meet their criteria. We will not negotiate days off, hours of work, or any other terms of employment. It is important for you to speak with us before taking a position so we can feel this is the right position for you. If you accept a position from a family referred by our agency you are under contract with us to:

- **Notify us within 1 business day of accepting a position with the name of the family. We can be reached at the office 1-888-590-9486 at anytime.**
- **Closely go over the terms of the Applicant/Family Contract we have forwarded to your new employer. Be honest with your employer if you don't agree with something negotiate new terms of the contract with the employer.**
- **You must agree not to begin your new position until Elite Nannies & Household Staffing is paid in full of their placement fee from your prospective family.**
- **If you begin your new position before Elite Nannies & Household Staffing has been paid you may be subject to the cost of the remainder of the placement fee.**

Elite Nannies & Household Staffing has a 365-day guarantee on your placement. We make every effort to successfully match families and caregivers. If for some reason within this time something should go wrong or a problem should arise please call our office immediately so we may help you work out the situation. If the situation cannot be worked out we will try every effort to get you placed in another home as quickly as we can. We have spent countless hours on your placement and we hope you will continue to work with us even if your placement does not work out.

If for some reason you are released from a position because of your own fault (drugs, alcohol, chronic tardiness, laziness, attitude, etc...) we are not responsible for helping you in the future search for a position with our company. We are also not responsible for any severance pay that is owed to you by the family.

You agree to hold Elite Nannies & Household Staffing harmless for any injuries that might occur during your employment with a family. You will also hold our company harmless of any accusations that might occur during your employment. We will not be liable for any actions of the working family.

____ I hereby agree and understand the terms of the contract above by signing below. I will return this signed form with my application and other forms to your office in order to continue pursuance of a position.

Printed Name _____ Date _____

Signature _____ Date _____

HOUSEHOLD EMPLOYMENT REFERENCES

Name of Family _____

From _____ **To** _____

Length of Job _____ **Phone N umber** _____

Supervisor _____

Why did you leave the position _____

Name of Family _____

From _____ **To** _____

Length of Job _____ **PhoneNumber** _____

Supervisor _____

Why did you leave the position _____

EMPLOYMENT HISTORY

Dates of employment: From _____ To _____

Name of Company _____

Job Title _____

Job Description _____

Supervisor _____

Phone Number _____ **Fax Number** _____

Can we contact ____yes ____no **best time to call** _____

Why did you leave the position _____

EMPLOYMENT HISTORY

Employer _____

Dates of Employment From _____ To _____

Name of Company _____

Job Title _____

Job Description _____

Supervisor _____

Phone Number _____ **Fax Number** _____

Can we Contact ____yes ____no **best time to call** _____

Why did you leave the position _____