



Dear Applicant,

Thank you for your interest in seeking a position through Elite Nannies & Household Staffing. We have many 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/drive out and have a 2-3 day in person working interview. (You will not be paid for that 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:

**Copy of High School and/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 contact us on our 24 hour personal assistant service and leave a message, we will contact you within the next business day. 1-866-701-7186

Sincerely,

**Carolyn Hull
Owner**

Individual Member of International Nanny Association

409 Washington St. #182, Hoboken, NJ 07030
1-866-701-7186 personal assistant voice/fax
Email: info@domesticnannyjobs.com

Please print clearly

Candidate Application for Professional Household Position

Name _____

Present Address _____

City _____

State _____ Zip Code _____

Home Phone _____

Cell Phone _____ Fax Number _____

Email Address _____

Date of Birth _____ Place of Birth _____

Are you a U.S. Citizen _____yes _____no
(at this time we can only place citizen of the United States)

Emergency Contact Name _____

Emergency Contact Telephone _____

Will you work in a household with children? _____yes _____no

What is your current occupation?

What position are you currently seeking?

____Housekeeper ____Personal Assistant ____Personal Chef

____Household Manager ____Nanny ____American AuPair

____Non-Medical Companion

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 to work in a home with?

_____dog _____cat _____snake _____hamster/guinea pig
_____fish _____birds _____iguana _____other

Would you like to make your own decisions on a position or have prearranged decisions 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:

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

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

Please list the make, year, and model of your car

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 _____

HOURS, BENEFITS, COMPENSATION

What days off are you seeking? (generally we require two consecutive days off)

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:

Are you willing to work 2-5 days while interviewing with expenses paid? yes no

PLEASE ANSWER THE FOLLOWING QUESTIONS AS BEST YOU CAN

What qualities would you look for if you were hiring a household staff member?

What are your personality strengths?

What are your personality weaknesses?

Describe your relationship with your immediate family

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)

Elite Nannies & Household Staffing is a registered household referral agency in NJ (First Class Concierge & Travel is the parent company). 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 1-866-701-7186 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 please 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.

You agree to hold Elite Nannies & Household Staffing and the parent company harmless for any injuries that might occur during your employment with a 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 _____

I hereby declare the facts stated in this application are true and complete and are made for the purpose of seeking employment through your referral agency.

I understand that I am applying for an in-home household employee position and I will be listed in your nationwide registry to seek employment as a nanny through your referral agency. You will conduct a background investigation through an outside agent, the investigation may include the following: references, past employment, workers compensation, drug, motor vehicle, criminal, civil, credit, state, local, federal, and other agencies to see if I can be employed in such a position. I understand that the information you seek in your investigation will be held in confidence at your agency and only released to the agency, the applicant, and any prospective families.

**CONSENT FOR BACKGROUND INVESTIGATION AND RELEASE TO AGENCY AND
PROSPECTIVE EMPLOYERS**

Printed Name _____ **Date** _____

Email Address _____

Home Phone _____ **Other Phone** _____

Street Address _____

City, State, and Zip _____

Driver's License # _____ **State** _____

Social Security # _____ **Date of Birth** _____

Please list any previous addresses for the past 7 years

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

PERSONAL/CHARACTER REFERENCES

Please do not list friends or relatives. We are seeking Teachers, Co-workers, Pastors, etc...Known for 3 years or more. We need at least 2 references we may contact.

Name _____

How do you know this person _____

How long have you known this person _____

Best Time to Call _____ **(days, hours)**

Home Phone Number _____ **OtherNumber** _____

Name _____

How do you know this person _____

How long have you known this person _____

Best Time to Call _____ **(days, hours)**

Home Phone Number _____ **Other Number** _____

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 of Applicant

Dates of employment: **From** _____ **To** _____

Name of Company _____

Job Title _____

Job Description _____

Supervisor _____

Phone Number _____ **FaxNumber** _____

Can we contact ___yes ___no **best time to call** _____

Why did you leave the position _____

EMPLOYMENT HISTORY of Applicant

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 _____