

NANNY PROFESSIONALS

2456 Arkwright Street
St. Paul, MN 55117

Phone 651-221-0587
E-mail: nannypro@bevcomm.net

Fax 651-483-9261

CLIENT APPLICATION / AGREEMENT

I. CLIENT INFORMATION

Date: _____

Name: _____

Address: _____ City: _____ State _____ Zip Code: _____

Telephone: Name _____ Daytime: _____ Evening: _____

Name _____ Daytime: _____ Evening: _____

E-mail: _____ Fax number: _____

How did you hear about us? _____

Number of employed adults: Full-Time: _____ Part-Time: _____

Occupations: _____

Number of people in household: Adults: _____ Children: _____

Ages / Sex of Children: _____

Do any of your children have any special needs/conditions that a caregiver should be aware of?

Do you allow smoking in your home? _____ Do you employ a housekeeper? _____

Do you require a nanny who drives? _____ Swims? _____

Under what circumstances would you make your car available to the nanny?

Errands _____ Transporting Children _____ Days off _____

Other _____

Is your home located near public transportation? _____

Do you have any pets? If so, please describe. _____

Describe any special food or religious considerations that Nanny Professionals and prospective nannies should be aware of. _____

Live- in situations only:

Would the nanny have her own bathroom? _____ TV _____ Living area _____

II. DESCRIPTION OF POSITION

Live in _____ Vacation _____ Full-Time _____

Live out _____ Summer _____ Part-Time _____

Starting date: _____ Length of commitment for employment: _____

Proposed weekly salary range _____

Benefits provided: Health Insurance _____ Dental _____

Paid Vacation _____ Paid Holidays _____

III. RESPONSIBILITIES OF THE CAREGIVER

Childcare is the primary responsibility of the nanny, however light housekeeping responsibilities may be included. Please describe in detail the duties of the caregiver:

Periodic heavy cleaning is generally provided by a housekeeper or service. However, if you and the caregiver agree, these responsibilities could be assumed by the caregiver for additional compensation.

Schedule of childcare needs: (Schedule may be negotiated, but please give general guidelines. Customarily, caregivers work 9-10 hour days and receive 2 days off each week. Additional hours should be agreed upon and compensated for.)

Monday _____ Tuesday _____ Wednesday _____
Thursday _____ Friday _____ Saturday _____ Sunday _____

Do you have any special qualifications required of the caregiver? (e.g. experience with handicapped children or children of special needs.) _____

Will the nanny travel with the family on weekends or vacations? _____

Additional information or comments (Attach additional sheet if necessary) _____

V. PRESENTING YOUR FAMILY

Your application will be greatly enhanced by pictures of you children and home if they are available.

Agreed and Accepted by: _____

V. TRANSPORTATION- (Applicable for out of MPLS. / St. Paul area placement only)

One-way flight will be provided initially if out of the MPLS. / St. Paul area. Return flight will be provided upon

- (a) Conclusion of agreed upon terms of employment.
- (b) Change in agreed upon terms of employment.

Please return to: Nanny Professionals
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You may fax to our office and mail your check and pictures to our office on the same day. The registration fee must be received before you may receive files.