



For Office Use
 Date Sent _____
 Date Received _____

Family Application

Feel free to include a photograph of your family!

Family Information

Parent 1 Name _____ Occupation _____ Full Time Part Time
 Parent 2 Name _____ Occupation _____ Full Time Part Time
 Home Address _____
 City _____ State _____ Zip _____
 Home Phone _____ Parent 1 Work _____ Parent 2 Work _____
 Home Fax _____ Parent 1 Cell _____ Parent 2 Cell _____
 Work Fax _____ Parent 1 E-mail _____ Parent 2 E-mail _____

Child(ren)'s Name(s)	Age	Birthdate	Grade	Do you plan on having more children?	<input type="checkbox"/> yes <input type="checkbox"/> no
_____ M or F	_____	_____	_____	Approximately when?	_____
_____ M or F	_____	_____	_____	Does your children take any medications?	<input type="checkbox"/> yes <input type="checkbox"/> no
_____ M or F	_____	_____	_____	Please describe.	_____
_____ M or F	_____	_____	_____	Any special needs?	_____
_____ M or F	_____	_____	_____	Please describe.	_____

What position(s) are you filling? (Check all that apply then proceed to the respective section to specify duties and responsibilities)

- | | | | | |
|--|--|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Nanny (at home parent) | <input type="checkbox"/> Nanny (single mother) | <input type="checkbox"/> Doula | <input type="checkbox"/> Housekeeper | <input type="checkbox"/> Tutor |
| <input type="checkbox"/> Nanny (working parents) | <input type="checkbox"/> Nanny (single father) | <input type="checkbox"/> Baby Nurse | <input type="checkbox"/> Chef/Cook | <input type="checkbox"/> Homework Helper |

➔ If you are hiring a Nanny/Baby Nurse/Doula: Live-in Live-out Either

Caregiver Duties and Responsibilities? (Check all that apply)

- | | | | | |
|---|---|---|---|---|
| <input type="checkbox"/> Drive children | <input type="checkbox"/> Children's laundry | <input type="checkbox"/> Family laundry | <input type="checkbox"/> Tidy home | <input type="checkbox"/> Run errands |
| <input type="checkbox"/> Car available | <input type="checkbox"/> Children's ironing | <input type="checkbox"/> Care of pets | <input type="checkbox"/> Run/empty dishwasher | <input type="checkbox"/> Grocery shop |
| <input type="checkbox"/> Children's meals | <input type="checkbox"/> Family meals | <input type="checkbox"/> Overnight care | <input type="checkbox"/> Travel with family | <input type="checkbox"/> Go on family outings |

Do you have a housekeeper? yes no How often? _____ If no, who does the cleaning? _____

Work Days/Hours Preferred: (Check all that apply. List hours.)

- | | | | |
|-------------------------------------|--------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Mon _____ | <input type="checkbox"/> Wed _____ | <input type="checkbox"/> Fri _____ | <input type="checkbox"/> Sun _____ |
| <input type="checkbox"/> Tues _____ | <input type="checkbox"/> Thurs _____ | <input type="checkbox"/> Sat _____ | |

Comment on flexibility needed. _____

Caregiver Qualifications and Characteristics

List any specific qualifications or experiences required. _____

Age preference (circle) 18-30 31-45 46-55 55-65 Comment on preference _____

Family's religion _____ Religion preference _____ Gender preference _____

Who is caring for the children now? _____

How long do you foresee the need for the caregiver? _____ By when do you need the caregiver? _____

How many caregivers have you employed? _____ Briefly describe what has worked and what has not. _____

Caregiver Compensation:

Salary range _____ Gross or Net of taxes Vacation/paid time off yes no How much? _____

Overtime pay yes no How much per hour? _____ Car availability yes no Any limitations? _____

Health benefits yes no negotiable _____ Reimbursement for nanny's own car use _____

Travel _____ Use of the telephone _____

Other comments _____

Proceed to the last page "Lifestyle" section, unless you need help filling other household positions.

➔ If you are hiring a Housekeeper:

Live-in Live-out Either

Housekeeper Duties and Responsibilities? (Check all that apply)

- Clean entire home Laundry Cook light menu Set table for dinner
- Run errands Iron clothes Cook full meals Shop for gifts
- Care of pets Iron men's shirts Cook in a kosher kitchen Car available to use for duties
- Grocery Shop Iron bed and table linens Cook for restricted diet Supervise children

Work Days/Hours Preferred: (Check all that apply. List hours.)

- Mon _____ Wed _____ Fri _____ Sun _____
- Tues _____ Thurs _____ Sat _____

Comment on flexibility needed. _____

Housekeeper Qualifications and Characteristics

List any specific qualifications or experiences required. _____

Gender preference _____ Have you employed housekeepers/cleaning people in the past? yes no

By when do you need a housekeeper/cleaning person? _____

Housekeeper Compensation Package:

Salary range for FT _____ Gross or Net of taxes Vacation/paid time off yes no How much? _____

Hourly range for day work _____ Gross or Net of taxes Health benefits yes no negotiable _____

Reimbursement for housekeeper's own car use _____ Other comments: _____

Proceed to the last page "Lifestyle" section, unless you need help filling other household positions.

➔ If you are hiring a Chef/Cook:

Chef/Cook Duties and Responsibilities? (Check all that apply)

- Cook full meals Set table for dinner Plan daily menu Prepare food for special functions
 Cook in a kosher kitchen Serve dinner to family Plan formal meals Serve at special functions
 Cook for restricted diet Clean up dinner meal Plan special functions Organize kitchen

Work Days/Hours Preferred: (Check all that apply. List hours.)

- Mon _____ Wed _____ Fri _____ Sun _____
 Tues _____ Thurs _____ Sat _____

Comment on flexibility needed. _____

Chef/Cook Qualifications and Characteristics

List any specific qualifications or experiences required, i.e. vegan, organic, vegetarian, raw food meal prep, ethnic cooking. _____

Gender preference _____ Have you employed chef/cook in the past? yes no
 By when do you need a chef/cook person? _____

Chef/Cook Compensation Package:

Salary range for FT _____ Gross or Net of taxes Vacation/paid time off yes no How much? _____
 Hourly range for PT work _____ Gross or Net of taxes Health benefits yes no negotiable _____
 Reimbursement for Chef/Cook's own car use _____ Other comments: _____

Proceed to the last page "Lifestyle" section, unless you need help filling other household positions.

➔ If you are hiring a Tutor or Homework Helper:

Tutor or Homework Helper Duties and Responsibilities? (Check all that apply)

Child's Name _____ School _____
 Please explain any acknowledged learning styles or challenges. _____

- | Math | Language Arts | Science | Foreign Language |
|--|---|--|---------------------------------------|
| <input type="checkbox"/> Arithmetic | <input type="checkbox"/> English | <input type="checkbox"/> Middle School Science | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Elementary math | <input type="checkbox"/> Reading | <input type="checkbox"/> Physical Science | <input type="checkbox"/> French |
| <input type="checkbox"/> Geometry | <input type="checkbox"/> Grammar | <input type="checkbox"/> Biology | <input type="checkbox"/> Latin |
| <input type="checkbox"/> Pre-algebra | <input type="checkbox"/> Essay Writing | <input type="checkbox"/> Chemistry | Miscellaneous |
| <input type="checkbox"/> Algebra I | <input type="checkbox"/> Creative Writing | <input type="checkbox"/> Physics | <input type="checkbox"/> Study Skills |
| <input type="checkbox"/> Algebra II | <input type="checkbox"/> SAT Verbal | <input type="checkbox"/> SAT Science | <input type="checkbox"/> Special Ed |

Days/Hours Preferred: (Check all that apply. List hours.)

- Mon _____ Wed _____ Fri _____ Sun _____
 Tues _____ Thurs _____ Sat _____

Comment on flexibility needed. _____

Tutor/Homework Helper Qualifications and Characteristics

Specific qualifications or experiences required. Undergrad student Grad student Teacher Certified teacher Flexible

Gender preference _____ Have you employed a Tutor/Homework Helper in the past? yes no

For how long do you foresee the need for a Tutor/Homework Helper? _____

By when do you need a Tutor/Homework Helper? _____

Tutor/Homework Helper Compensation Package:

Hourly range _____ Other comments: _____

Lifestyle

Do you want the employee to call you by your first name or family name? _____

Do you want the employee to join you for dinner? _____

Do you see the employee as a member of the family or as an employee? _____

What are the parents hobbies? _____

How often during the week do the parents go out without the children? _____

How often does the family entertain at home? _____

Does anyone in the family smoke? _____

Pets: Type _____ Who cares for them? _____ Do you belong to a club? _____

Home Description

Layout of the home:

Number of bedrooms _____ Colonial or ranch _____

Number of bathrooms _____ Approximate square footage of home _____

Is there a playroom? _____ Do you have a swimming pool? yes no

Do you use surveillance equipment in your home? yes no If yes, please explain _____

Is there a separate room for the employee? yes no Other amenities for the employee _____

A separate full bathroom for the employee? yes no _____

Employee's room location in the home _____

Who may we thank for referring you to The Philadelphia Nanny Network, Inc. ? _____

For Office Use: Additional Notes

