



Employment Application

Rec'd: ____/____/____

Basic Skills: Pass Fail

Optional
Place Photograph Here
(For Identification Purposes)

Name _____ Date Available _____

Present Address _____

City _____ State _____ Zip Code _____

Home Phone (____) _____ Cell Phone (____) _____

Work Phone (____) _____ Cell Phone Carrier _____

Permanent Address _____

City _____ State _____ Zip Code _____

Permanent Telephone (____) _____ E-mail address _____

Do you own a car to get to and from work? Yes No

Type of Car _____ Year _____

Are you willing to use your car for job related duties? Yes No

Would you take public transport for city jobs? Yes No

What position(s) are you seeking? (Check all that apply)

- Nanny (at home parent) Nanny (single mother) Family Assistant Housekeeper Tutor/Homework Helper
- Nanny (working parents) Nanny (single father) Newborn Specialist Chef/Cook After school care
- Live-in (permanent) Live-in (5 days only) Temporary Part time Full time

What duties are you willing to accept? (Check all that apply)

- Full charge child care Run errands Laundry for children Grocery shop
- Supervise children Complete housekeeping Iron for children only Cooking for family
- Overnight care Light housekeeping Laundry for family Cooking for children
- Travel with family Run/empty dishwasher Iron for family Pet care

What age child(ren) do you have care experience other than family or friends?

- Under 3 mo 3 mo-18 mo 18 mo-3 years 3 years-5 years 5 years-8 years 8 years-12 years Teenagers

Work Days/Hours Available: (Check all that apply) List hours you are able to work.

- Mon _____ Wed _____ Fri _____ Sun _____
- Tues _____ Thurs _____ Sat _____ Night care (11pm-7am or 10pm-6am)

Geographic Area Preferred: (Check all that apply)

- Main Line Del Co Lower Bucks Delaware NE Phila Other
- Mont Co Chester Co Upper Bucks S. New Jersey Center City _____

Weekly Salary Range: _____ Gross or Net of taxes

Health Insurance: Need it? yes no negotiable Currently have it?: yes no Cost \$_____/month

For long term permanent positions we ask that you make a minimum of a one year commitment. Are you willing to make this commitment? Yes No If not, please explain why. _____

For how long are you seeking employment? 3 months 6 months 9 months 1 year More than a year

Are you allergic to any indoor pets? No If yes, All dogs Some dogs _____ Cats Some cats _____

How did you hear about us? _____

Emergency Contact: Name _____ Contact number _____ Relationship to you: _____

Name _____

Qualifications

Certified in: **CPR** Yes No Expiration Date ___/___/___ **First Aid** Yes No Expiration Date ___/___/___

There are positions that require swimming, knowledge of music or the arts or languages other than English. For those requirements:

Do you:	Yes	No	Explain Ability:
Swim?			
Play musical instruments?			
Know foreign languages?			

WORK EXPERIENCE---List most recent first, and work back.

From _____ To _____ Employer _____ Supervisor _____

Address _____ City _____ State _____ Zip _____

Telephone Number (_____) _____ Job Title _____ Part time Full time

Describe duties _____

Reason for leaving _____ Salary: Start _____ Finish _____

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Telephone Number (_____) _____ Job Title _____ Part time Full time

Describe duties _____

Reason for leaving _____ Salary: Start _____ Finish _____

Ability to Perform Job Duties

For families in 2 and 3 story homes, are you able to run up and down the stairs carrying a baby or child as required by the job?

Can you describe your attendance record in the last 3 years? How often did you need to miss work, and can you talk about that?

Do you need any accommodation to perform your job duties? If so, what type?

Are you willing to have a pre-employment: a) medical exam? Yes No b) TB test? Yes No _____

SELF RATING Rate yourself on a scale of 1 to 10 (1 being "least" and 10 being "most"):

Outdoorsy	_____	Low Key	_____	Active	_____	Neat	_____
Schedule Oriented	_____	Outgoing	_____	Affectionate	_____	Self Starter	_____
Independent	_____	Enthusiastic	_____	Strict	_____	Patient	_____
Ability to Speak Up	_____	Flexible	_____	Organized	_____	Quick Tempered	_____
Homebody	_____	Shy	_____	Sense of Humor	_____	Common Sense	_____

Name _____

Related Experience: Please list all formal and informal experiences. Please be thorough. Use back if necessary.

Child Care/Family Assistant/Housekeeping/Cooking/Domestic Positions

Name of Family or Organization How did you get the job?	Complete address, city, state, zip code Work telephone, cell telephone	Ages/Gender of children when you began work. List each child separately unless it was group care.	List dates (month/year) when worked. Was it daytime, evenings or overnight	How many times per week did you work? What were some of the typical hours?	Why did you leave? What was your salary?

Tutors/Homework Helper Positions

Organization/School/Family Telephone Number City/State	Grade(s) Taught	Subjects Taught	List dates (month/year) when worked. Indicate salary.	Education Degrees, Credentials, Specialties	Professional associations and educational affiliations.

All applicants, please answer the first 4 questions:

1. Do you like animals? Would you be willing to work in a home with indoor pets?
2. Describe your lifestyle, hobbies and interests that you think an employer would like to know.
3. Do you have any daily obligations or practices which will affect your ability to perform duties during your working hours?
4. Tell us a little about yourself...describe your personality, values and why you would like to work for a family.

If you are applying for a Childcare or Family Assistant Position, answer the following questions:

1. Describe your experience with cooking, laundry, housecleaning and home management.
2. Have you had to cook for kids or a family in the past? What would you cook for a dinner meal for children?
3. Is there any specific age child you prefer not to work with? Why?
4. Have you ever cared for a newborn? Have you ever given a newborn a bath?
5. Would you like to be able to make your own decisions about the children during the day or follow a prearranged routine?
6. What activities would you do with the following age children? Include your favorite activities.

6 mos.	2 yrs.
5 yrs.	10 yrs.
7. How do you think children should be disciplined?
8. What do you like most about the way you were parented ? What do you disagree with most?

If you are applying for a Housekeeping Position, answer the following questions:**Do you know how to: (check all the apply)**

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Clean wood floors | <input type="checkbox"/> Use canister vacuum | <input type="checkbox"/> When to use bleach | <input type="checkbox"/> Cook light menu |
| <input type="checkbox"/> Clean marble properly | <input type="checkbox"/> Use upright vacuum | <input type="checkbox"/> When to use starch | <input type="checkbox"/> Cook full meals |
| <input type="checkbox"/> Polish furniture | <input type="checkbox"/> Use dishwasher | <input type="checkbox"/> Iron school uniforms | <input type="checkbox"/> Cook in a kosher kitchen |
| <input type="checkbox"/> Clean silver | <input type="checkbox"/> Read garment care labels | <input type="checkbox"/> Iron sheets | <input type="checkbox"/> Cook for restricted diet |
| <input type="checkbox"/> Care for antiques | <input type="checkbox"/> Sort clothes for washing | <input type="checkbox"/> Iron table linens | <input type="checkbox"/> Proper table setting |
| <input type="checkbox"/> Maintain closets | <input type="checkbox"/> Launder delicate garments | <input type="checkbox"/> Iron men's shirts | <input type="checkbox"/> Shop for groceries |
| <input type="checkbox"/> Make bed with hospital corners | <input type="checkbox"/> Launder washable silk | <input type="checkbox"/> Take pet to vet | <input type="checkbox"/> Shop for gifts |



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Verification and Reference Authorization

In order to determine whether a candidate is suitable for a position, it is necessary to thoroughly review your complete employment history, credit history and references. Many employers and references will not provide a candid response unless there is an authorization and release of liability statement. Please carefully review the following paragraph and sign and date the form below.

I, _____, hereby authorize The Philadelphia Nanny Network, Inc. and any agent acting on its behalf to contact my former employers and references and conduct a complete background review, including criminal, motor vehicle and credit reports. I authorize release and forever discharge each employer, reference, police and motor vehicle department, credit reporting agency, educational institution, The Philadelphia Nanny Network, Inc. and its employees and agents from any and all liability of any kind or nature whatsoever relating to my complete background, credit and reference review. I further specifically request that all agencies, representatives and references fully cooperate with this investigation.

If employed, I further authorize periodic checks of all above referenced sources as may be deemed necessary by employer.

Print Full Name _____ Maiden Names _____
Social Security Number _____ Signature _____ Date _____
Date of Birth _____ Drivers License Number and State _____
Present Address _____ City _____ State _____ Zip Code _____

List any other states where you have lived since 18 years old, indicating years lived there.

Table with 6 columns: State, Month/Year to Month/Year, State, Month/Year to Month/Year, State, Month/Year to Month/Year

Rate your credit history [] Excellent [] Good [] Fair Explain: _____
How is your driving record? _____
License ever suspended or revoked? _____
Have you ever been convicted of a misdemeanor or felony? [] Yes [] No If yes, please explain. _____
Other states you have been licensed in: _____
Can you provide proof for employment eligibility in the U.S.? [] Yes [] No Please provide copy of Visa/Green Card [] On file.

EDUCATION

High School _____ Dates _____ Graduated: [] Yes [] No GPA _____
City/State _____ Telephone No. (____)_____
College _____ Dates _____ Graduated: [] Yes [] No Major _____ GPA _____
City/State _____ Registrar's Office Telephone No. (____)_____ Degree _____
College _____ Dates _____ Graduated: [] Yes [] No Major _____ GPA _____
City/State _____ Registrar's Office Telephone No. (____)_____ Degree _____
If left college, why? _____ Other courses/certificates/seminars _____

I understand the information on this application has been requested for the purpose of evaluating my qualifications for employment. To the best of my knowledge, the information in this application is true.

I understand that misrepresentation or omission of facts in connection with my application may be sufficient cause, in and of itself, for dismissal whenever discovered.

I allow the release of this information for purposes of employment. I understand that The Philadelphia Nanny Network, Inc. acts only as a placement service and assumes no liability or responsibility for any act of either the nanny or the employer.

Signature _____ Date _____