



Rec'd: ___/___/___
Basic Skills: [] Pass [] Fail

EMPLOYMENT APPLICATION UPDATE

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 available 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 ___/___/___

WORK EXPERIENCE---List most recent first, and work back. Include jobs since your last application.

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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Address _____ City _____ State _____ Zip _____

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

Describe duties _____

Reason for leaving _____ Salary: Start _____ Finish _____

=====

Child Care/Family Assistant/Housekeeping/Cooking/Domestic Positions. Include jobs since your last application.

Name of Family or Organization How did you get the job?	Address, city, state, zip code Work telephone, cell telephone	Ages/Gender of children at start of job. List each child separately unless it was group care.	List dates (month/year) 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?

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 2 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 _____

Anything else we should know since your interview and last application?



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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 _____