

Client Application

ORDER REQUEST

General Information

Today's Date: _____

How did you hear about us? ___ Newspaper ___ Magazine ___ Internet ___ Other _____

What are your family needs? Housekeeper/Maid Nanny/Sitter Other _____

Do you need live-in or live-out? _____

Your Name: _____ Spouse Name: _____

Your Phone(_____) _____ Spouse Phone(_____) _____

Your E-mail: _____ Spouses E-mail: _____

Address: _____
No. Street Apt No.

City State Zip

Your Occupation: _____ Work Phone(_____) _____

Spouse Occupation: _____ Work Phone(_____) _____

Parents' Personalities: _____

Child 1
Name: _____ Age: _____
Personality: _____

Child 2
Name: _____ Age: _____
Personality: _____

Child 3
Name: _____ Age: _____
Personality: _____

Child 4
Name: _____ Age: _____
Personality: _____

Does anybody else live with you permanently or temporary, Other than persons listed above?

If so, who (permanently or temporary) _____

JOB DESCRIPTION REQUEST

Be specific and realistic

Candidates Start date: _____

Work Schedule (Be specific and realistic)

Full Time or Part Time

Use space below to provide candidate work schedule (even if you need flexibility) **explain "Flexible"** schedule. Example: ON Duty/OFF Duty (mainly for Live-In). Include appropriate and approximate times for breaks, breakfast, lunch, and dinner time for the candidate. (When applicable)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start: Break(s): B.Fast: Lunch: Dinner: End:	Start: Break(s): B.Fast: Lunch: Dinner: End:	Start: Break(s): B.Fast: Lunch: Dinner: End:	Start: Break(s): B.Fast: Lunch: Dinner: End:	Start: Break(s): B.Fast: Lunch: Dinner: End:	Start: Break(s): B.Fast: Lunch: Dinner: End:	Start: Break(s): B.Fast: Lunch: Dinner: End:

Or provide your own written schedule.

Days Off: _____

Holidays: _____

Evenings/Weekends: _____

Will you pay vacations and holidays? Yes No

Will you withhold taxes? Yes No

Nanny's Duties

Please check by those that apply:

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Drive Children to School/Activities
<input type="checkbox"/> Dressing and Hygiene
<input type="checkbox"/> Maintain Children's Room and Bathroom
<input type="checkbox"/> Children's Laundry
<input type="checkbox"/> Weekend Babysitting | <input type="checkbox"/> Recreation (play activities)
<input type="checkbox"/> Child(ren) Meals
<input type="checkbox"/> Pick up/Straighten play areas
<input type="checkbox"/> Light Housekeeping
<input type="checkbox"/> Learning activities (color, shapes, abc Etc.)
<input type="checkbox"/> Travel With |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Please list any special skills required: Swimming, CPR, etc **Be specific and realistic** _____

Housekeeper/Maid

Approximate square footage of your home? _____

Please check by those that apply:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Vacuum
<input type="checkbox"/> Laundry/Iron
<input type="checkbox"/> Windows cleaning (inside)
<input type="checkbox"/> Meal Preparation Child(ren) or Family
<input type="checkbox"/> Organize
<input type="checkbox"/> Shopping and Errands | <input type="checkbox"/> Make bed(s) Change Bedding
<input type="checkbox"/> Clean Furniture
<input type="checkbox"/> Clean and Disinfect Bathrooms
<input type="checkbox"/> Wash and wax Floor (were applicable)
<input type="checkbox"/> Pet Care Arrangement (walk, feed)
<input type="checkbox"/> Clean Kitchen Appliances (in/out) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Other specific duties: Please

Explain **Be specific and realistic** _____

Other Information

Pets in House? Yes No If so, what kind how many? _____

Smokers in Home? Yes No Do you have a pool? Yes No

Will candidate need Transportation (vehicle): Yes No

Will you provide your car? Yes No

If, yes are you going to make arrangements of gas and miles? Explain _____

Living Arrangements:

Live-in (Separate Room/Bathroom/Food etc.) Live-out (recommended price list below)

Special Needs/Circumstances: Explain

Salary Range: See below categorization

***The rates (salary) depend on experience, hours, duties, and number of children etc.**

Categorization based on current range: For client to go by, not intended to determine any final agreement between client and candidate.

- * **Category 1:** Applicant with 5 yrs experience; bilingual or fluent English
Are \$450.00 - \$600.00 per week, full time Or \$350.00 - \$375.00 part time.
- * **Category 2:** Applicant with up to three years of experience; 50% to 70% English
\$400.00 - \$450.00 per week full time Or \$300.00 - \$325.00 part time.
- * **Category 3:** Applicant with up to two years of experience; 20% to 40% English are
\$350.00 - \$375.00 per week full time Or \$225.00 - \$275.00 part time.
- * **Category 4:** Applicant with approximately one year experience; can only communicate in Spanish are \$275.00 - \$300.00 per week full time.

CLIENT SALARY OFFER \$_____ (GROSS)

Will you pay weekly_____ Bi-weekly_____ Other_____

Please allow between 2 to 8 weeks to complete the placement

References

Have you and your family used placement service before? Yes No

Do you currently have a nanny/housekeeper? Yes No

If yes, reason for replacement? _____

Would you like to use her as a reference? Yes No

If Yes, Name:_____ Phone(_____)_____

Personal References: Alternative way to contact the family if needed.

Name:_____ Phone(_____)_____

Name:_____ Phone(_____)_____