

<b>ABC Nannies</b>		Place 1: _____	Start/End: _____		
<b>OFFICE USE ONLY</b>		Place 2: _____	Start/End: _____		
<b>L/I</b>	<b>L/O</b>	<b>PT</b>	<b>FT</b>	<b>Temp/BC</b>	<b>LT</b> (open while searching Y / N)
Hourly \$: _____		Avail Start: _____		Age Exp: _____	
AHP	WFH	CAR	BS/BA	2 <sup>nd</sup> LANG: _____	
Available Hours/Days: _____					
_____					
Areas: _____					
_____					

ABC Nannies, Inc. is a placement agency that will help you find the best position based on your experience, your location, and your job requirements. In order to become a registered nanny or other household employee with our agency, **all candidates must meet or exceed the following requirements:**

- 2+ years of experience relevant to the position you are applying for. Professional experience must be outside of your own family, more extensive than occasional work (i.e. babysitting), and can be confirmed by professional references.
- At least 18 years old and a high school graduate
- Reliable vehicle and proof of motor vehicle insurance
- Able to make a minimum one-year commitment to a full/part time position (long-term candidates only)
- Legal to work in the United States
- CPR certified or willing to promptly renew

This is not an employment contract. This application will be used to evaluate candidate qualifications for employment and may be shared with a third party, including potential employers. The candidate application is your opportunity to make a great first impression—please be sure to check for spelling, grammar, and punctuation. For reproduction purposes, please fill out your application in black or blue ink.

Full Name: \_\_\_\_\_

Date of application: \_\_\_\_\_

How did you hear about ABC Nannies? \_\_\_\_\_

Do you agree to fulfill a one-year commitment with a family?  Yes  No, temporary only

Please list the longest commitment you can make to a new position: \_\_\_\_\_

What position are you applying for?  Nanny  Night Nanny  Nanny Manager  Family Assistant

Are you looking for:  Live-in  Live-out  Full-time  Part-time  Temporary/Backup Care

Minimum and maximum number of hours you'd like to work per week: \_\_\_\_\_

Are you a smoker?  Yes  No

Do you have any children?  Yes  No Ages: \_\_\_\_\_

Do you need to bring your child(ren) to your job?  Yes, I need to  No, I have alternate childcare

Are you willing to work in a home with pets?  Yes  No  I am allergic to: \_\_\_\_\_



400 S. Colorado Blvd., Suite 310  
Glendale, CO 80246  
Phone (303) 321-3866  
Toll Free (888) 33.NANNY  
Fax (303) 321-1395  
[www.abcnannies.com](http://www.abcnannies.com)

**SECTION I – GENERAL INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

What are your closest cross streets? \_\_\_\_\_

**SECTION II – CHILDCARE EMPLOYMENT HISTORY/REFERENCES**

*\*Please begin with your most recent employer\**

1) Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Starting and Ending Dates: \_\_\_\_\_  Full time  Part time

Salary when you started: \_\_\_\_\_ Salary when you left: \_\_\_\_\_

Title and duties? \_\_\_\_\_

\_\_\_\_\_

Ages of children when you started? \_\_\_\_\_

Why did you leave/looking to leave? \_\_\_\_\_

2) Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Starting and Ending Dates: \_\_\_\_\_  Full time  Part time

Salary when you started: \_\_\_\_\_ Salary when left: \_\_\_\_\_

Title and duties? \_\_\_\_\_

\_\_\_\_\_

Ages of children when you started? \_\_\_\_\_

Why did you leave? \_\_\_\_\_

3) Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Starting and Ending Dates: \_\_\_\_\_  Full time  Part time

Salary when you started: \_\_\_\_\_ Salary when left: \_\_\_\_\_

Title and duties? \_\_\_\_\_

Ages of children when you started? \_\_\_\_\_

Why did you leave? \_\_\_\_\_

4) Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Starting and Ending Dates: \_\_\_\_\_  Full time  Part time

Salary when you started: \_\_\_\_\_ Salary when left: \_\_\_\_\_

Title and duties? \_\_\_\_\_

Ages of children when you started? \_\_\_\_\_

Why did you leave? \_\_\_\_\_

5) Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Starting and Ending Dates: \_\_\_\_\_  Full time  Part time

Salary when you started: \_\_\_\_\_ Salary when left: \_\_\_\_\_

Title and duties? \_\_\_\_\_

Ages of children when you started? \_\_\_\_\_

Why did you leave? \_\_\_\_\_

Explain any significant gaps in employment in the last five years: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES**

List two personal references which are not related to you and that you have known at least two years. Please note these references must be different than those listed under Childcare References.

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship and number of years known: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship and number of years known: \_\_\_\_\_

**SECTION III – EMPLOYMENT DETAILS**

When can you start a new position?  A.S.A.P or on: \_\_\_\_\_

Hourly range for full or part-time employment (gross): \_\_\_\_\_

What is your availability? \_\_\_\_\_

What benefits are you looking for? \_\_\_\_\_

Do you have any outside commitments your employer needs to know about (classes, church etc)?  Yes  No

If yes, please explain: \_\_\_\_\_

Are you willing to work occasional overnights?  Yes  No

Are you willing to work occasional weekends?  Yes  No

Are you willing to work occasional evenings?  Yes  No

Are you willing to travel with the family you work for?  Yes  No

Do you have a reliable vehicle?  Yes—Make/Model/Yr: \_\_\_\_\_  No

Have you had any driving tickets or accidents since you were first issued a driver's license?  Yes  No

If yes, list dates and please explain: \_\_\_\_\_

\_\_\_\_\_

Has your license ever been suspended or revoked?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No

If yes, please explain: \_\_\_\_\_

**SECTION IV – EDUCATION INFORMATION**

Did you graduate from high school?  Yes  No

Did you graduate from college/university?  Yes  No  I am still working towards my degree

Name of college/university? \_\_\_\_\_

Degree + Major/Minor: \_\_\_\_\_

Childcare related courses: \_\_\_\_\_

Other educational classes/licenses/certifications: \_\_\_\_\_

\_\_\_\_\_

Are you certified in CPR?  Yes—I was certified on: \_\_\_\_\_  No

Are you certified in FIRST AID?  Yes—I was certified on: \_\_\_\_\_  No

If no, are you willing to promptly get certified/re-certified?  Yes  No

Please list any languages, other than English, you speak fluently: \_\_\_\_\_

Please list any special skills or abilities that potential employers may be interested in (great cook, competitive swimmer, musical etc)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION V – QUESTIONNAIRE**

1. What are your strengths and how do they apply to a nanny position? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. What do you feel is the best method of discipline for a child(ren) in your care? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What do you feel is most important to the growth and development of a child? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**ABC NANNY AGREEMENT**

**\*Please read carefully, initial after each section and sign at the bottom\***

I certify that all the information disclosed on the ABC nanny application is true and accurate. I understand that withholding or providing false information is grounds for immediate dismissal. \_\_\_\_\_

I authorize ABC Nannies, Inc. to check my professional and personal references. I further agree ABC Nannies, Inc. has the right to release this information to an end user or third party, including potential employers. \_\_\_\_\_

I understand and authorize ABC Nannies, Inc. to use a professional investigative service to conduct a criminal background check, DMV record, social security verification, sex offender search et cetera. I further agree ABC Nannies, Inc. has the right to release this information to an end user or third party, including potential employers. \_\_\_\_\_

I agree that during the term of my relationship with ABC Nannies, Inc., I will maintain direct contact with the staff regarding my status (including how interviews went). I will contact ABC Nannies, Inc. within 24 hours after a client referred to me by ABC Nannies, Inc. has contacted me for an interview or to offer me a position. \_\_\_\_\_

I agree that I will not take a position without the knowledge of ABC Nannies, Inc. or falsify any information or details regarding the offer made to me by said client of ABC Nannies, Inc. I understand that failure to notify ABC Nannies, Inc. or to abide by these guidelines may result in a suit being brought against me and the client who employs my services without directly arranging such employment through ABC Nannies, Inc. \_\_\_\_\_

I agree that I will not pass on any information of clients referred to me by ABC Nannies, Inc. to any outside sources, including family and friends, prior to, during, or after employment has ended. Further, I understand that if I do pass on client information that results in the hire of an employee, I can be held liable for the full fee related to that hire, with no limitation. \_\_\_\_\_

I understand that ABC Nannies, Inc. reserves the right to cease the attempt to find me a position and to terminate my relationship at any time, for any reason, without limitation. \_\_\_\_\_

I will hold ABC Nannies, Inc. harmless for any breaches of the employment agreement entered into between my employer and myself. I agree my relationship with ABC Nannies, Inc. is only that of a referral nature and all negotiations, understandings and agreements are solely between my employer and myself. \_\_\_\_\_

I understand that by filling out the application and signing the Nanny Agreement, I am not guaranteed a placement through ABC Nannies & Domestic, Inc. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Thanks for applying with ABC Nannies & Domestic, Inc. As former nannies, we understand how important it is to find the “perfect match”! We look forward to working with you!



400 S. Colorado Blvd., Suite 310  
Glendale, CO 80246  
Phone (303) 321-3866  
Toll Free (888) 33.NANNY  
Fax (303) 321-1395  
[www.abcnannies.com](http://www.abcnannies.com)

## Consent Statement

I have applied with ABC Nannies and Domestic, Inc. to assist me in securing employment. I understand that my placement or employment will be at ABC Nannies and Domestic's discretion and that the agency makes no guarantees, neither implied nor expressed. I hereby understand and agree that investigative screenings will be done by ABC Nannies and Domestic, Inc. and results may be divulged to prospective employers or other end users for evaluation. I understand that I am providing information for identification purposes to ensure the accuracy of such investigative checks. I hereby authorize the release of records maintained by the Colorado Department of Revenue, Motor Vehicle Division pursuant to the Driver's Privacy Protection Act (18 USC 2721) and Colorado law (42-72-204, 42-106, 42-3-125 CRS), in addition to all other records searched, to ABC Nannies and/or end user. I further understand and agree that all paperwork filled out by me, including all references, reports, et cetera, as well as those obtained by the agency on my behalf, become property of ABC Nannies and Domestic, Inc. exclusively.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Birth date: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Marital status:  Married  Widowed  Divorced  Single

Previous names and years used (maiden, marriage, etc): \_\_\_\_\_

Previous addresses (list past seven years beginning with the current address. Include city, state, zip code and years of residence. Attach an additional sheet if necessary):

1. \_\_\_\_\_ Dates: \_\_\_\_\_

2. \_\_\_\_\_ Dates: \_\_\_\_\_

3. \_\_\_\_\_ Dates: \_\_\_\_\_

4. \_\_\_\_\_ Dates: \_\_\_\_\_

5. \_\_\_\_\_ Dates: \_\_\_\_\_

How long have you lived in Colorado? \_\_\_\_\_

Have you ever been convicted of a crime, excluding minor traffic violations? \_\_\_\_\_

If yes, please provide the details including date, location and nature of the crime(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_