



nanny in the city

nanny application

Address:

Nanny In The City
P.O. Box #58232
Nashville, TN, 37205

Contact:

phone - 615-436-0817
web - <https://nannyinthecity.com>

Nanny In The City, LLC (NITC) is a placement agency that will help you find the best position based on your needs, the area you live in, and your salary range as well as other information that you provide. We do not require a fee from our nannies, but do ask that you keep in touch with us on a regular basis throughout the job search process.

Please note NITC Nannies' requirements to become a registered nanny: at least 18 years old, high school graduate, minimum of two years of child care experience (outside of your own family) and able to make a minimum of a one year commitment to a full or part time position (not required for temporary nannies). This application form is intended for use in evaluating your qualifications for employment with families. This is not an employment contract.

Your future employer will be receiving this information. This 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. The first two pages of this document will be for NITC office use. They will be used to help match you with the right family and will not be shared with potential employers

First Name: _____ Middle Name _____

Last Name: _____

Home Telephone: _____

Cell Phone: _____

Email Address: _____

Current Address: _____

City & State: _____

Zip: _____

What are your closest cross streets?

Age: _____ Date of Birth: _____

How did you hear about NITC?

Date of Application _____

Do you agree to fulfill a one-year commitment with a family?

(Please Circle) 1. Yes 2. No 3. Temporary Only

Please list the longest commitment you can make to the right family:

What position are you applying for? (Please Circle)

a.) Personal Assistant b.) Housekeeper c.) Nanny d.) Doula e.) Household Manager

f.) Cook/Chef

Are you looking for:

a.) Live-in b.) Live-out c.) Full-time d.) Part-time e.) Temporary

Minimum and maximum number of hours you will work per week:

Geographic areas preferred?

How would you rate your flexibility in a domestic position (duties & hours):

a.) Not flexible b.) Flexible to a point. c.) Very flexible and can go with the flow

How would you describe your housekeeping standards:

a.) Slob. b.) Average c.) Neat & Orderly d.) Meticulous

Are you willing to work in a home with pets?

a.) Yes b.) No c.) I am allergic to: _____

Once you have accepted an offer from a family, would you be willing to undergo a complete physical that may include a drug test at your employers' request?

a.) Yes b.) No

Are you willing to work in a home where someone smokes?

a.) Yes b.) No

Are you a smoker?

a.) Yes b.) No

Marital Status?

a.) Married. b.) Widowed c.) Divorced d.) Single

*If you are married please list spouse: _____

Do you have any children?

a.) Yes b.) No Ages: _____

Please circle the top SIX characteristics that describe you best:

RESERVED	ATHLETIC	OPEN-MINDED	DETAIL -ORIENTED
CREATIVE	DIRECT	POLITICAL	MUSICAL
ACCOMMODATING	INTELLIGENT	ADVENTUROUS	SPIRITUAL
HIGH ENERGY	FLEXIBLE	ENTHUSIASTIC	CALM
HAPPY	RELIGIOUS	PATIENT	AVOID CONFLICT
NURTURING	ORGANIZED	AFFECTIONATE	KIND
FRIENDLY	OUTGOING	EMOTIONAL	HUMOROUS
CONFIDENT	STRICT		PASSIONATE

OTHER characteristics not listed:

Why do you want to work as an in-home employee? (If you already have your references included on your resume then disregard.)

What are your future goals?

EMPLOYMENT HISTORY/REFERENCES _____

Please begin with your most recent employer

1) Employer #1: _____

2) Daytime Phone Number: _____

3) Starting and Ending Dates: _____

4) Salary when you started: _____

5) Title and duties? _____

6) Supervisor: _____

7) Salary when you left: _____

8). Full time or Part-Time? _____

9). If you worked with children, what were the ages of the children when you started?

10) Why did you leave/looking to leave?

1) Employer #2: _____

2) Daytime Phone Number: _____

3) Starting and Ending Dates: _____

4) Salary when you started: _____

5) Title and duties? _____

6) Supervisor: _____

7) Salary when you left: _____

8). Full time or Part-Time? _____

9). If you worked with children, what were the ages of the children when you started?

10) Why did you leave/looking to leave?

1) Employer #3: _____

2) Daytime Phone Number: _____

3) Starting and Ending Dates: _____

4) Salary when you started: _____

5) Title and duties? _____

6) Supervisor: _____

7) Salary when you left: _____

8). Full time or Part-Time? _____

9). If you worked with children, what were the ages of the children when you started?

10) Why did you leave/looking to leave?

PERSONAL REFERENCES

List two personal references which are not related to you and that you have known at least three years. Please note these references must be different than those listed in Employment History.

1) Name: _____ Phone: _____

Relationship and number of years known: _____

2) Name: _____ Phone: _____

Relationship and number of years known: _____

FUTURE EMPLOYMENT INFORMATION

Date you can start: _____

Are you looking for:

a.) Live-in b.) Live-out c.) Full-Time d.) Part-Time

What position are you seeking?

a.) Personal Assistant b.) Housekeeper c.) Nanny d.) Doula e.) Household Manager

f.) Cook/Chef

Monthly salary range for full time (gross)? _____

Hourly range for part-time (gross)? _____

If part-time, what is your availability? _____

What benefits are you looking for? _____

Please list any outside commitments that we need to work around (classes, job, church):

Are you willing to prepare meals for the family/help with meal preparation?

a.) Yes b.) No

Do you have formal experience as a cook/chef?

a.) Yes b.) No

Are you willing to do light housekeeping?

a.) Yes b.) No

Do you have formal experience as a housekeeper?

a.) Yes b.) No

Are you computer literate (ie: Excel, Word, Quick Books, Email)? If no, are you willing to learn new programs?

a.) Yes b.) No

Do you have formal nanny or child care experience?

a.) Yes b.) No

Are you willing to assist with light childcare and related duties if needed?

a.) Yes b.) No

Are you willing to work occasional overnights?

a.) Yes b.) No

Are you willing to work occasional weekends?

a.) Yes b.) No

Are you willing to work occasional evenings?

a.) Yes b.) No

Are you willing to travel with the family you work for?

a.) Yes b.) No

Do you have a car that you will bring to work? _____

If yes, list year and model of car:

Have you had any driving tickets or accidents since you were first issued a driver's license?

a.) Yes b.) No If yes, list dates and please explain:

Has your license ever been suspended or revoked?

a.) Yes b.) No

If yes, please explain:

Have you ever been convicted of a crime?

a.) Yes b.) No

If yes, please explain:

EDUCATION INFORMATION

Name and Location of High School:

Did you graduate?

a.) Yes b.) No

Did you attend college?

a.) Yes b.) No c.) Still Attending

Name of College/University?

Did you graduate?

a.) Yes b.) No c.) Still Attending

Major/Minor: _____

Other educational classes/licenses:

Are you certified in CPR?

a.) Yes b.) No

FIRST AID?

a.) Yes b.) No

If yes, list most recent date of certification?

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

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

Please list any special skills or abilities that you would like potential employers to know about?

QUESTIONNAIRE

1. Describe your strengths and why you would make a good household employee:

2. What type of relationship do you feel there should be between you and your employer?

3. What is the largest property you've ever managed or cleaned?

4. Please circle ALL of the tasks you are willing to perform:

- a.) Typing b.) Word Processing c.) Filing/Faxing d.) Supervising Vendors
- e.) Making Travel Arrangements f.) Childcare g.) Car Maintenance h.) Ironing
- i.) Washing Dishes j.) Book-keeping k.) Organizational Projects
- l.) Grocery Shopping m.) Running Errands o.) Pet Care p.) Party Planning
- q.) Dusting r.) Family Laundry s.) Answering Phones t.) Bill Paying
- u.) Supervising Others v.) Grounds Maintenance w.) Plant Care
- x.) Cooking/Meal Planning. y.) Vacuuming z.) Cleaning Bathrooms

5. What tasks are you unwilling to perform?

6. Please describe your experience with bill paying and finance management?

7. Please describe your experience managing other in-home employees?

Nanny In the City, LLC Agreement:

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

I certify that all the information disclosed on the NITC nanny application is true and accurate. I understand that withholding or providing false information is grounds for immediate dismissal. I understand and agree that Nanny In The City, LLC, on behalf of the family, will use a professional investigative service to conduct a criminal background check, DMV record and social security verification. I further agree Nanny In The City, LLC has the right to call my references and seek information in order to help find me a position. _____

I agree that during the term of my relationship with Nanny In The City, LLC, I will maintain direct contact with the staff regarding my status (including how interviews went). I will contact Nanny In The City, LLC within 24 hours after a client referred to me by Nanny In The City, LLC 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 Nanny In The City, LLC or falsify any information or details regarding the offer made to me by said client of Nanny In The City, LLC. I understand that failure to notify Nanny In The City, LLC 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 Nanny In The City, LLC _____

I agree that I will not pass on any information of clients referred to me by Nanny In The City, LLC to any outside sources, including family and friends, prior to or during employment. 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. _____

I understand that Nanny In The City, LLC 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 Nanny In The City, LLC harmless for any breaches of the employment agreement entered into between my employer and myself. I agree my relationship with Nanny In The City, LLC 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 Domestic Agreement, I am not guaranteed a placement through Nanny In The City, LLC _____

Signature/Date: _____

Consent Statement

Thank you for applying with NITC. We look forward to working with you. As former household employees, we understand how important it is to find the "perfect match" and will do our best to place you in your ideal job!

To assist me in securing employment, I understand that my placement or employment will be at Nanny In The City, LLC'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 Nanny In The City, LLC and results may be divulged to prospective employers, or future employers 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 Tennessee Department of Revenue, Motor Vehicle Division pursuant to the Driver's Privacy Protection Act (18 USC 2721) and Tennessee law (42-72-204, 42-106, 42-3-125 TRS), in addition to all other records searched, to Nanny In The City, LLC and/or future employers. 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 Nanny In The City, LLC exclusively.

Last Name: _____ First Name: _____ Middle Name: _____
Social Security Number: _____ Birth date: _____
Driver's License Number: _____ State: _____
Phone number(s): _____
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 dates of residence. Attach an additional sheet if necessary):

1. _____ Dates: _____
2. _____ Dates: _____
3. _____ Dates: _____
4. _____ Dates: _____
5. _____ Dates: _____
6. _____ Dates: _____
7. _____ Dates: _____

How long has applicant lived in Tennessee? _____

Has the applicant 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: _____