



For Office Use
Date Sent _____
Date Received _____

Family Application

Feel free to include a photograph of your family!

Family Information

Parent 1 Name _____ Occupation _____ Full Time Part Time
Parent 2 Name _____ Occupation _____ Full Time Part Time
Home Address _____
City _____ State _____ Zip _____
Home Phone _____ Parent 1 Work _____ Parent 2 Work _____
Home Fax _____ Parent 1 Cell _____ Parent 2 Cell _____
Work Fax _____ Parent 1 E-mail _____ Parent 2 E-mail _____

Child(ren)'s Name(s)	Age	Birthdate	Grade	Do you plan on having more children?	<input type="checkbox"/> yes <input type="checkbox"/> no
_____ M or F	_____	_____	_____	Approximately when? _____	
_____ M or F	_____	_____	_____	Does your children take any medications?	<input type="checkbox"/> yes <input type="checkbox"/> no
_____ M or F	_____	_____	_____	Please describe. _____	
_____ M or F	_____	_____	_____	Any special needs? _____	
_____ M or F	_____	_____	_____	Please describe. _____	

What position(s) are you filling? (Check all that apply then proceed to the respective section to specify duties and responsibilities)

Nanny (at home parent) Nanny (single mother) Doula Housekeeper Tutor
 Nanny (working parents) Nanny (single father) Baby Nurse Chef/Cook Homework Helper

➔ If you are hiring a Nanny/Baby Nurse/Doula: Live-in Live-out Either

Caregiver Duties and Responsibilities? (Check all that apply)

Drive children Children's laundry Family laundry Tidy home Run errands
 Car available Children's ironing Care of pets Run/empty dishwasher Grocery shop
 Children's meals Family meals Overnight care Travel with family Go on family outings

Do you have a housekeeper? yes no How often? _____ If no, who does the cleaning? _____

Work Days/Hours Preferred: (Check all that apply. List hours.)

Mon _____ Wed _____ Fri _____ Sun _____
 Tues _____ Thurs _____ Sat _____

Comment on flexibility needed. _____

Caregiver Qualifications and Characteristics

List any specific qualifications or experiences required. _____
 Age preference (circle) 18-30 31-45 46-55 55-65 Comment on preference _____
 Family's religion _____ Religion preference _____ Gender preference _____
 Who is caring for the children now? _____
 How long do you foresee the need for the caregiver? _____ By when do you need the caregiver? _____
 How many caregivers have you employed? _____ Briefly describe what has worked and what has not. _____

Caregiver Compensation:

Salary range _____ Gross or Net of taxes Vacation/paid time off yes no How much? _____
 Overtime pay yes no How much per hour? _____ Car availability yes no Any limitations? _____
 Health benefits yes no negotiable _____ Reimbursement for nanny's own car use _____
 Travel _____ Use of the telephone _____
 Other comments _____

Proceed to the last page "Lifestyle" section, unless you need help filling other household positions.

➔ If you are hiring a Housekeeper:

Live-in Live-out Either

Housekeeper Duties and Responsibilities? (Check all that apply)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Clean entire home | <input type="checkbox"/> Laundry | <input type="checkbox"/> Cook light menu | <input type="checkbox"/> Set table for dinner |
| <input type="checkbox"/> Run errands | <input type="checkbox"/> Iron clothes | <input type="checkbox"/> Cook full meals | <input type="checkbox"/> Shop for gifts |
| <input type="checkbox"/> Care of pets | <input type="checkbox"/> Iron men's shirts | <input type="checkbox"/> Cook in a kosher kitchen | <input type="checkbox"/> Car available to use for duties |
| <input type="checkbox"/> Grocery Shop | <input type="checkbox"/> Iron bed and table linens | <input type="checkbox"/> Cook for restricted diet | <input type="checkbox"/> Supervise children |

Work Days/Hours Preferred: (Check all that apply. List hours.)

Mon _____ Wed _____ Fri _____ Sun _____
 Tues _____ Thurs _____ Sat _____

Comment on flexibility needed. _____

Housekeeper Qualifications and Characteristics

List any specific qualifications or experiences required. _____
 Gender preference _____ Have you employed housekeepers/cleaning people in the past? yes no
 By when do you need a housekeeper/cleaning person? _____

Housekeeper Compensation Package:

Salary range for FT _____ Gross or Net of taxes Vacation/paid time off yes no How much? _____
 Hourly range for day work _____ Gross or Net of taxes Health benefits yes no negotiable _____
 Reimbursement for housekeeper's own car use _____ Other comments: _____

Proceed to the last page "Lifestyle" section, unless you need help filling other household positions.

➔ If you are hiring a Chef/Cook:

Chef/Cook Duties and Responsibilities? (Check all that apply)

- Cook full meals Set table for dinner Plan daily menu Prepare food for special functions
 Cook in a kosher kitchen Serve dinner to family Plan formal meals Serve at special functions
 Cook for restricted diet Clean up dinner meal Plan special functions Organize kitchen

Work Days/Hours Preferred: (Check all that apply. List hours.)

- Mon _____ Wed _____ Fri _____ Sun _____
 Tues _____ Thurs _____ Sat _____

Comment on flexibility needed. _____

Chef/Cook Qualifications and Characteristics

List any specific qualifications or experiences required, i.e vegen, organic, vegetarian, raw food meal prep, ethnic cooking. _____

Gender preference _____ Have you employed chef/cook in the past? yes no

By when do you need a chef/cook person? _____

Chef/Cook Compensation Package:

- Salary range for FT _____ Gross or Net of taxes Vacation/paid time off yes no How much? _____
 Hourly range for PT work _____ Gross or Net of taxes Health benefits yes no negotiable _____
 Reimbursement for Chef/Cook's own car use _____ Other comments: _____

Proceed to the last page "Lifestyle" section, unless you need help filling other household positions.

➔ If you are hiring a Tutor or Homework Helper:

Tutor or Homework Helper Duties and Responsibilities? (Check all that apply)

Child's Name _____ School _____

Please explain any acknowledged learning styles or challenges. _____

- | Math | Language Arts | Science | Foreign Language |
|--|---|---|--|
| <input type="checkbox"/> Arithmetic | <input type="checkbox"/> Pre-Calculus | <input type="checkbox"/> English | <input type="checkbox"/> Middle School Science |
| <input type="checkbox"/> Elementary math | <input type="checkbox"/> Reading | <input type="checkbox"/> Physical Science | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Geometry | <input type="checkbox"/> Grammar | <input type="checkbox"/> Biology | <input type="checkbox"/> French |
| <input type="checkbox"/> Pre-algebra | <input type="checkbox"/> Essay Writing | <input type="checkbox"/> Chemistry | <input type="checkbox"/> Latin |
| <input type="checkbox"/> Algebra I | <input type="checkbox"/> Creative Writing | <input type="checkbox"/> Physics | Miscellaneous |
| <input type="checkbox"/> Algebra II | <input type="checkbox"/> SAT Verbal | <input type="checkbox"/> SAT Science | <input type="checkbox"/> Study Skills |
| | | | <input type="checkbox"/> Special Ed |

Days/Hours Preferred: (Check all that apply. List hours.)

- Mon _____ Wed _____ Fri _____ Sun _____
 Tues _____ Thurs _____ Sat _____

Comment on flexibility needed. _____

Tutor/Homework Helper Qualifications and Characteristics

Specific qualifications or experiences required. Undergrad student Grad student Teacher Certified teacher Flexible
Gender preference _____ Have you employed a Tutor/Homework Helper in the past? yes no
For how long do you foresee the need for a Tutor/Homework Helper? _____
By when do you need a Tutor/Homework Helper? _____

Tutor/Homework Helper Compensation Package:

Hourly range _____ Other comments: _____

Lifestyle

Do you want the employee to call you by your first name or family name? _____
Do you want the employee to join you for dinner? _____
Do you see the employee as a member of the family or as an employee? _____
What are the parents hobbies? _____
How often during the week do the parents go out without the children? _____
How often does the family entertain at home? _____
Does anyone in the family smoke? _____
Pets: Type _____ Who cares for them? _____ Do you belong to a club? _____

Home Description

Layout of the home:

Number of bedrooms _____ Colonial or ranch _____
Number of bathrooms _____ Approximate square footage of home _____
Is there a playroom? _____ Do you have a swimming pool? yes no
Do you use surveillance equipment in your home? yes no If yes, please explain _____
Is there a separate room for the employee? yes no Other amenities for the employee _____
A separate full bathroom for the employee? yes no _____
Employee's room location in the home _____

Who may we thank for referring you to The Philadelphia Nanny Network, Inc. ? _____

Where did you hear about The Philadelphia Nanny Network, Inc. ? _____

For Office Use: Additional Notes

