



For Office Use
Date Received _____

Client Application

At Home Staffing
A Work/Life Balance Company

Personal 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	Birth date	Grade	Do you plan on having more children?	<input type="checkbox"/> yes <input type="checkbox"/> no
_____ M or F	_____	_____	_____	Approximately when?	_____
_____ M or F	_____	_____	_____	Do 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.	_____

Pets: (circle) Dog Cat Other: _____ How many? _____ Breed: _____

Which position(s) are you filling? (Check all that apply)

Nanny Tutor/Homework Helper Newborn Specialist Cook/Chef
 Family Assistant After School Nanny Housekeeper/Day Cleaner Other _____

Who currently cares for the children? _____ How often? _____
 Who currently cleans the home? _____ How often? _____

Position 1: _____ By when do you need this employee to start? _____

You are hiring this helper for: Temporary 3 months 6 months 9 months 1 year+ (permanent)

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

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

Comment on flexibility needed. _____

Position 2: _____ By when do you need this employee to start? _____

You are hiring this helper for: Temporary 3 months 6 months 9 months 1 year+ (permanent)

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

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

Comment on flexibility needed. _____

Circles (○) indicate definite duties of the job, boxes (□) indicate reasonable expectations and that can be negotiable.

Please check the duties included in the scope of the job for which you are hiring.

Duties	Nanny	Family Assist	Hskpr	Cook	Duties	Nanny	Family Assist	Hskpr	Cook
Full child care	○				Laundry for family	□	○	□	
Schedule children's activities	○				Pre-prep dinner items	□	○	□	○
Children's meals	○			○	Cook full meals for family	□	□	□	○
Help with homework	○				Set table for dinner	□	○	□	○
Only supervise children		○	□		Organize kitchen	□	○	○	○
Drive children	○	○			Clean entire home		□	○	
Tidy children's areas only	○	○	○		Iron bed and table linens		□	□	
Go on family outings	○	□			Iron clothes		□	□	
Plan menu for children	○	○		○	Iron men's shirts		□	□	
Cook full meals children only	○	○		○	Cook kosher meals	□	□		○
Clean up dinner for children	○	○		○	Cook for restricted diet	□	□		○
Laundry children only	○	○	□		Plan formal meals				○
Iron children's clothes	○	○	□		Plan special functions				○
Care of pets	○	○	□		Cook for special events				○
Run/empty dishwasher	○	○	○	○	Cook light menu	□	□	□	○
Tidy "common" areas	○	○	○		Serve dinner to family		□		○
Overnight care	□	□			Serve special functions		□		○
Travel with family**	□	□	□		Other:				
Shop for gifts	□	○							
Run errands	□	○	□						
Grocery shop	□	○	□	○					

**If travel is included, to where do you typically travel? _____

Additional comments on duties: _____

Car Use:

If driving is part of the job, who provides the car, you the employer or the employee? employer car employee car
 For use of employee's car, how will use be reimbursed? gas money \$ _____ per week reimbursement _____¢ per mile

Position 1: Qualifications and Characteristics for position as _____

List any specific qualifications or experiences required. _____

Have you employed a person in this position in the past? yes no Briefly describe what has worked and what has not.

Position 2: Qualifications and Characteristics _____

List any specific qualifications or experiences required. _____

Have you employed a person in this position in the past? yes no Briefly describe what has worked and what has not.

Home Description

Layout of the home: Colonial Ranch Split level Townhouse How many floors? _____ Basement yes no
 Number of bedrooms _____ Is there a playroom? yes no Are there antiques? yes no
 Number of bathrooms _____ Is there a swimming pool? yes no Is there artwork? yes no
 Approximate square footage _____ Is there parking? yes no Are there hardwood floors? yes no
 For live in, is there a separate bedroom? yes no A separate full bathroom? yes no Location in the home _____
 Other home amenities for the employee _____
 Do you use surveillance equipment in your home? yes no Please explain _____

Rate your family environment on a scale of 1 (low or not at all) to 5 (always or very)

Organized	Chaotic energy	Relatives or friends in and out
Neat	Calm energy	Scheduled, planned
Routine	TV, radio or music on	Spontaneous

Lifestyle

Do you want the employee to call you by your first name or family name? _____
 Does one or both parents work from a home office during the week? yes no
 Who and how often? _____
 Do you see the employee as a member of the family or as an employee? _____ Anyone in the family smoke? yes no
 Are there any practices in your home of which an employee should be aware? _____

Compensation

For the Position 1 _____

Salary range _____ Gross or Net Paid Vacation time yes no _____ weeks or days
 Overtime pay, per hour rate: _____ Paid Sick/Personal time yes no _____ weeks or days
 Health benefits yes no negotiable For Live in, car availability yes no
 Paid Holidays: (check all that apply) New Years Day Memorial Day 4th of July Labor Day Thanksgiving Christmas
 Martin Luther King Day President's Day Columbus Day Veteran's Day Any others: _____
 Additional comments: _____

For the Position 2 _____

Salary range _____ Gross or Net Paired Vacation time yes no _____ weeks or days
 Overtime pay, hourly rate: _____ Paid Sick/Personal time yes no _____ weeks or days
 Health benefits yes no negotiable For live in, car availability yes no
 Paid Holidays: (circle) New Year's Day Memorial Day 4th of July Labor Day Thanksgiving Christmas Martin Luther King Day
 President's Day Columbus Day Veteran's Day Any others: _____
 Additional comments: _____

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

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