

# Southern Nannies

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## FAMILY APPLICATION

Mother's first name: \_\_\_\_\_

Last name: \_\_\_\_\_

Middle Initial: \_\_\_\_\_

Title: \_\_\_\_\_

Spouse's first name: \_\_\_\_\_

Last name: \_\_\_\_\_

Middle Initial: \_\_\_\_\_

Title: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Country: \_\_\_\_\_

Zip/Postal code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mother's cell phone: \_\_\_\_\_

Spouse's cell phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

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

Cell Phone \_\_\_\_\_

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

\_\_\_\_\_

Highest level of education:

Mother: \_\_\_\_\_

Spouse: \_\_\_\_\_

### **Occupations:**

Spouse's employer: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Extension: \_\_\_\_\_

Work hours: \_\_\_\_\_

How much travel does your job require? \_\_\_\_\_

Mother's employer: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Extension: \_\_\_\_\_

Work hours: \_\_\_\_\_

How much travel does your job require? \_\_\_\_\_

Desired nanny start date: \_\_\_\_\_

Will a vehicle be provided? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe vehicle: \_\_\_\_\_

Does anyone in the home smoke? Yes \_\_\_\_\_ No \_\_\_\_\_

Is smoking allowed in the home? Yes \_\_\_\_\_ No \_\_\_\_\_

If the religion of your nanny is of concern, please state your religion: \_\_\_\_\_

Do any family members have health problems? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

Do you own or rent your home? \_\_\_\_\_

Type of Residence: Private Residence: \_\_\_\_\_

Apartment: \_\_\_\_\_

Townhouse: \_\_\_\_\_

Approximate square footage: \_\_\_\_\_

Will you provide health benefits? Yes \_\_\_\_\_ No \_\_\_\_\_

Describe nanny's living arrangements:

\_\_\_\_\_

\_\_\_\_\_

**The nanny will be required to perform the following duties:**

(Please check all that are appropriate)

\_\_\_\_\_ Dress      \_\_\_\_\_ Feed      \_\_\_\_\_ Play      \_\_\_\_\_ Interact

\_\_\_\_\_ Teach      \_\_\_\_\_ Bathe      \_\_\_\_\_ Instruct the child/children

\_\_\_\_\_ Light housekeeping related to the child's care.

Please specify \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Heavy or Light Housekeeping unrelated to the child's care.

Please specify \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Shop for groceries, clothing, etc

\_\_\_\_\_ Take the child on entertaining and/or educational outings

\_\_\_\_\_ Take the child to medical appointments, lessons, schooling, etc

\_\_\_\_\_ Maintain a journal of daily activities

Other: \_\_\_\_\_  
\_\_\_\_\_

Do you have a regular housekeeper? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have other staff members? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the nanny travel with you? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, where and how often? \_\_\_\_\_  
\_\_\_\_\_

Do you have any pets? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of pet or pets: \_\_\_\_\_  
\_\_\_\_\_

Have you ever employed a child care provider? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please describe your experiences with the provider: (i.e. how long did each one stay, where did you obtain the nanny from, why did they leave?):

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

Please share any additional comments of favorable/unfavorable experiences with prior nannies and/or childcare:

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

List any specific qualities that you are looking for in a nanny (i.e. swimmer, athletic, college background, CPR certification):

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

Will overtime be required? Yes \_\_\_\_\_ No \_\_\_\_\_

Please indicate days and hours expected of nanny:

Monday \_\_\_\_\_ to \_\_\_\_\_

Tuesday \_\_\_\_\_ to \_\_\_\_\_

Wednesday \_\_\_\_\_ to \_\_\_\_\_

Thursday \_\_\_\_\_ to \_\_\_\_\_

Friday \_\_\_\_\_ to \_\_\_\_\_

Saturday \_\_\_\_\_ to \_\_\_\_\_

Sunday \_\_\_\_\_ to \_\_\_\_\_

Total weekly hours: \_\_\_\_\_

Estimated Weekly or Hourly income for nanny: \_\_\_\_\_

When do you want your nanny to start: \_\_\_\_\_

Will the nanny need to stay overnight if you are not hiring a live-in? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain under what circumstances it will be required:

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

Please provide the name and contact information of at least two references:

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

How did you hear of this company? \_\_\_\_\_

\_\_\_\_\_

Contract for Southern Nannies, LLC Services

Southern Nannies, LLC is engaged in the employment business of arranging placements of household employees (nannies) in the Clients Private Residence.

The Company (Southern Nannies, LLC) will use the most reasonable efforts to recommend Employee's to the Client. The Company will provide the Client with upfront, honest information and references. The Company will use reasonable efforts to confirm the information and references provided.

I hereby acknowledge that I hire Southern Nannies, LLC to locate, screen and evaluate all and any potential nannies on my behalf. I understand that Southern Nannies, LLC is not a party to any agreements negotiated between nanny candidates (Employee's) and the families (Client's). I acknowledge that Southern Nannies, LLC is not responsible for any actions of a nanny, as I (Client) am responsible for hiring the nanny (Employee). The ultimate decision to hire the nanny is made by the family and Southern Nannies, LLC involvement in the process ends after the search is completed and I (Client) have been provided potential nanny candidates.

I am hiring Southern Nannies, LLC, to use its best efforts to recruit in-home nanny applicants and to conduct a reasonable background check of each applicant submitted to me. It is my (Client) responsibility, however, to pass judgment on the nanny's qualifications, and I agree that Southern Nannies, LLC, will have no liability to me (Client) for mere errors of judgment or negligence, and can only be liable for intentional wrongdoing or willful and gross negligence. In no event will Southern Nannies, LLC, be liable to me (Client) for any amount of damages in excess of the fees I have paid to Southern Nannies, LLC.

Should you (Client) require a replacement nanny within the first three (3) months after the start date of the nanny, no additional fees will be required for the services of Southern Nannies, LLC provided within those three months. The full fee for the Full Time Nanny Service is \$750.00. The full fee for the Part Time Nanny Service is \$500.00 \$250.00 is due with the application and is non-refundable. The remainder \$500.00 or \$250.00 is due within 5 days after nanny is chosen or the start of employment, which ever comes first, and is non-refundable.

The Client assures and guarantees the information provided to the Company pertaining to child care services through this Agreement is accurate and truthful. The Client understands the information provided will be used in negotiating and organizing the exploration and placement of potential Employees (Nannies).

Any and all notices in accordance to this Agreement must be made in writing and each party provided a copy either through the mail, email or fax with postage paid by Southern Nannies, LLC.

This Agreement supersedes any and all agreements, printed or verbal. Any changes to this agreement must be done in writing with all parties signatures.

This agreement shall be followed in accordance to the state laws of North Carolina.

**The Client:**

**The Company:**

\_\_\_\_\_

Southern Nannies, LLC

Signature

\_\_\_\_\_

Print Name

Date

By: \_\_\_\_\_

Melissa V. Beck  
Owner/Operator