

# A Nanny Solution, Inc.



"We create happy memories, one giggle at a time!"

**Northern California:** 88 South Third Street Suite 104  
San Jose, CA 95113, (866)-829-2999

www.anannysolution.com \_\_\_\_\_

## Nanny Application (Please print clearly)

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

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

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

Email: \_\_\_\_\_ Date Available: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Desired Length of Employment: \_\_\_\_\_

Do you have any special needs? (If yes, please describe)

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

### Position Desired:

\_\_\_\_\_ Full-Time Live In \_\_\_\_\_ Permanent

\_\_\_\_\_ Full-Time Live Out \_\_\_\_\_ Summer Placement

\_\_\_\_\_ Part-Time \_\_\_\_\_ Temporary

Are you currently employed? \_\_\_\_\_

Number of children you would like to care for? \_\_\_\_\_

Please indicate hours you are available to work:

\_\_\_\_\_ Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Fri.  
\_\_\_\_\_ Sat. \_\_\_\_\_ Sun.

What are your salary expectations?

<b>Monthly</b>	<b>Weekly</b>	<b>Hourly</b>
From _____	From _____	From _____
To _____	To _____	To _____

Duties you are willing to perform? (Check all that apply):

Children's rooms \_\_\_\_\_ Laundry \_\_\_\_\_ Vacuuming \_\_\_\_\_ Dusting \_\_\_\_\_

Master Bedroom \_\_\_\_\_ Mopping \_\_\_\_\_ Bathrooms \_\_\_\_\_ None \_\_\_\_\_

Please indicate which of the following meals you are willing to prepare:

Breakfast \_\_\_\_\_ Snack \_\_\_\_\_ Lunch \_\_\_\_\_ Snack \_\_\_\_\_ Dinner \_\_\_\_\_ Snack \_\_\_\_\_

Please indicate if you are willing to drive the children to the following:

To School \_\_\_\_\_ To activities \_\_\_\_\_ To friends' homes \_\_\_\_\_

From school \_\_\_\_\_ From activities \_\_\_\_\_ From friends' homes \_\_\_\_\_

Do you mind if the family has an animal? \_\_\_\_\_

Are you willing to care for the animal? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you mind if the family exhibits an alternative lifestyle? \_\_\_\_\_

CPR Certified Yes \_\_\_\_\_ No \_\_\_\_\_ Expiration Date \_\_\_\_\_

TB Test Yes \_\_\_\_\_ No \_\_\_\_\_ Expiration Date \_\_\_\_\_

Driver's License Yes \_\_\_\_\_ No \_\_\_\_\_ Expiration Date \_\_\_\_\_ State \_\_\_\_\_

License # \_\_\_\_\_

Are you legal to work within the United States? \_\_\_\_\_

Insurance Policy Yes \_\_\_\_\_ No \_\_\_\_\_ Expiration Date \_\_\_\_\_

Company \_\_\_\_\_ Policy # \_\_\_\_\_

Passport Yes \_\_\_\_\_ No \_\_\_\_\_ Expiration Date \_\_\_\_\_

Have you ever been convicted of a Driving Under the Influence charge?

If yes, please explain:

\_\_\_\_\_

Have you ever been arrested or convicted for having improper sexual or physical contact with a child? If yes, Please explain:

\_\_\_\_\_

Have you ever been arrested or convicted for theft, embezzlement, or any other criminal activities? (either misdemeanor or felony) YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please

explain: \_\_\_\_\_

Do you have any allergies? \_\_\_\_\_

Have you ever filed, or had filed For you, a workmen's compensation claim? \_\_\_\_\_

If yes, please

explain: \_\_\_\_\_

Are you a smoker? If yes, How often?

\_\_\_\_\_

Do you/ have you taken illegal drugs? \_\_\_\_\_

Do you have Children of your own? (If yes, Names & ages)

\_\_\_\_\_

Do you have custody of your children? (if not please explain):

\_\_\_\_\_

If yes, please explain why and if they were removed from the home:

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

**Education:**

Early Childhood Courses (Completed):

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Early Childhood Courses Currently Enrolled In:

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Additional Education (High School & College):

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**Childcare Employment History** (starting with most recent):

1. Employer: \_\_\_\_\_ Date started: \_\_\_\_\_

Address: \_\_\_\_\_ Date left: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Phone number: \_\_\_\_\_ Leaving salary: \_\_\_\_\_

Children's ages: \_\_\_\_\_

Please indicate areas of experience:

Transportation \_\_\_\_\_ Clothing \_\_\_\_\_ Bathing \_\_\_\_\_ Reading \_\_\_\_\_

Bottle Preparation \_\_\_\_\_ Diapers \_\_\_\_\_ Feeding \_\_\_\_\_ Tutoring \_\_\_\_\_

Other job duties (be specific): \_\_\_\_\_

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2. Employer: \_\_\_\_\_ Date started: \_\_\_\_\_

Address: \_\_\_\_\_ Date left: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Phone number: \_\_\_\_\_ Leaving salary: \_\_\_\_\_

Children's ages: \_\_\_\_\_

Please indicate areas of experience:

Transportation \_\_\_\_\_ Clothing \_\_\_\_\_ Bathing \_\_\_\_\_ Reading \_\_\_\_\_

Bottle preparation \_\_\_\_\_ Diapers \_\_\_\_\_ Feeding \_\_\_\_\_ Tutoring \_\_\_\_\_

Other job duties (be specific): \_\_\_\_\_

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3. Employer: \_\_\_\_\_ Date started: \_\_\_\_\_

Address: \_\_\_\_\_ Date left: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Phone number: \_\_\_\_\_ Leaving salary: \_\_\_\_\_

Children's ages: \_\_\_\_\_

Please indicate areas of experience:

Transportation \_\_\_\_\_ Clothing \_\_\_\_\_ Bathing \_\_\_\_\_ Reading \_\_\_\_\_

Bottle preparation \_\_\_\_\_ Diapers \_\_\_\_\_ Feeding \_\_\_\_\_ Tutoring \_\_\_\_\_

Other job duties (be specific): \_\_\_\_\_

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I have completed this application as accurately and precisely as possible. I understand that any of the afore mentioned references and/or employers can and will be contacted for verification of this information, and I understand I may be subject to a background check in addition to Trustline.

\_\_\_\_\_ You may contact my present employer \_\_\_\_\_ You may not contact my present employer

If A Nanny Solution *cannot* contact your current employer, please explain why: \_\_\_\_\_

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

By signing below, I state that all information provided is indeed correct.

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

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## **Nanny - Agency Agreement**

This is an agreement between \_\_\_\_\_ (Nanny) and \_\_\_\_\_  
(A Nanny Solution, Inc) to authorize Agency to assist placement of Nanny with an employer.

**This is not an employment agreement.**

### **I. SCOPE OF DUTIES**

#### *A. Agency Duties*

1. Agency will conduct a background search of Nanny.
2. Agency will interview Nanny.
3. Agency will obtain applications of job openings from employers.
4. Agency, at its sole discretion, will recommend acceptable Nannies to various employers who are seeking Nannies with particular qualifications, skills and requirements, based on the applications of the employers and the Nannies.

#### *B. Nanny Duties*

Nanny will do the following pursuant to this agreement:

1. Nanny will cooperate in submitting all accurate information necessary for A Nanny Solution, Inc. to conduct the necessary background searches.
2. Nanny will cooperate in scheduling and appearing for a personal interview with a potential employer.
3. Nanny will obtain a current CPR training certification.
4. Nanny will be tested for TB.
5. Nanny will obtain current driving record.
6. Nanny will pass a drug test

### **II. BACKGROUND SEARCH**

Nanny understands that at a minimum the Agency will be required to conduct a background search which includes at least the following:

- A. Immigration and Naturalization
- B. Personal References
- C. Background Check through Trustline and or LiveScan.
- D. Job Related References

**All of this information will be disclosed to any prospective Employer. Your signature below authorizes the Agency to disclose this information to any prospective employer.**

### **III. NO GUARANTEE OR PROMISES**

Nanny understands that Agency, at its sole discretion, will make reasonable efforts to make a referral that will result in the Nanny being offered employment. However, Agency makes no guarantees or promises that Nanny will be offered employment. The Agency reserves the right to terminate this agreement at any time, without cause, and without notice to Nanny.

*Termination of Employment:* If the nanny so chooses to no longer fulfill her obligation with the family after 90 days of employment, she is required to give at least a 30 day notice UNLESS safety is a concern. If the employer decides to terminate the nanny's position after 90 days, the nanny requires at least a 30 day notice UNLESS safety is a concern, otherwise the nanny is entitled to a full payment for 30 days of work for the time in which the nanny was scheduled.

*Vacation Pay:* If the Employer and/or Nanny decide to take a vacation during the time the nanny is scheduled after 14 days of employment; A Nanny Solution Inc. requires payment to the nanny, in full for the hours she would have worked. Payment is to be received 72 hours prior to your/their departure.

*Sick Pay:* This is a subject to be discussed between the nanny and family.

### **IV. NO FEE**

The Nanny is not required to pay any fee for the services rendered by Agency. Nanny understands that the entire referral fee is paid by the Employer.

### **V. AGENCY NOT THE EMPLOYER**

A. Nanny understands that the decision to hire the Nanny rests solely with the Employer. Agency is not in any way to be construed as the Employer of Nanny. Agency's sole obligations are those outlined in section 1(A) above. Once the Nanny is referred to an Employer, the decision to hire and the decision to accept the employment rests solely with the Employer and the Nanny.

B. The Nanny is free to select or reject any work opportunity procured, offered, referred or provided by the referral agency.

C. Nothing in this agreement is to be construed in anyway as a guarantee of satisfactory placement if nanny accepts employment offered by prospective employer referred by agency.

### **VI. OTHER AGENCIES**

The Nanny is free to sign an agreement with other employment or referral agencies and to perform domestic work for persons not referred by the employment agency.

### **VII. FLIGHT COSTS**

If Nanny is residing at a distance from the location of employment which requires that the Nanny fly to the location, transportation costs to the location at commencement, and return flight costs at the termination of the employment will be paid by Employer.

However, if Nanny terminates the employment without cause, Nanny will be responsible for return flight costs and may be responsible for arrival flight costs.

### **VIII. INDEMNIFICATION**

Nanny agrees to indemnify and hold harmless Agency from any and all claims against Agency arising out of and/or in any way related to this Agreement and/or Nanny's agreement with any Employer. This indemnification and hold harmless agreement will include, but not be limited to, any claims Employer may have or obtain against Nanny and/or Agency, for any acts, omissions or other causes during or after the employment period, whether occurring within the scope of the employment or outside of the scope of employment. This indemnification and hold harmless agreement will also include, but not be limited to, any claims Nanny may have or obtain against Employer and/or Agency, for any acts, omissions or other causes during or after the employment period, whether occurring within the scope of the employment or outside of the scope of employment. Nanny agrees to pay all attorneys' fees, expert fees, non-judicially recoverable costs and court costs incurred by Agency in defending itself from any action brought by Nanny or Employer against Agency and/or one another for any and all claims as stated herein.

### **IX. ATTORNEY'S FEES**

In the event there is a dispute between the parties hereto arising from this agreement, the prevailing party shall be entitled to recover all attorneys' fees, expert fees, non-judicially recoverable costs and court costs associated with the dispute.

### **X. CHOICE OF LAW AND VENUE**

In the event there is a dispute between the parties hereto arising from this agreement, the Law of the State of California pertaining to contracts entered into and to be performed in the State of California shall control as to the resolution of all issues which may arise in a legal action commenced as a result of the dispute. Any actions commenced for any dispute arising out of this agreement shall have as its sole, proper and exclusive venue the appropriate court within Santa Clara County, California.

### **XI. INCORPORATED DOCUMENTS**

The Nanny application is to be attached hereto and is incorporated as part of this agreement as if set forth fully herein.

### **XII. ENTIRE AGREEMENT**

This agreement and those documents identified in provision XI above make up the entire agreement between the parties. No other documents nor agreements whether written or oral are part of this agreement. This agreement supersedes all other oral or written agreements between the parties hereto, which may be claimed to exist.

**XIII. EXECUTION**

The undersigned agree that they have fully read and understand each provision set forth in this agreement and acknowledge same by their signatures below.

**I, \_\_\_\_\_, understand that a background check, which may include a criminal record and credit report, through Trustline and other agencies will be conducted. My signature below authorizes A Nanny Solution, Inc. to perform these background checks and to disclose these reports to any and all prospective employers. I authorize A Nanny Solution to drug test me for the purposes of employment. I understand that I will be drug tested prior to employment, and up to three (3) times throughout the course of my employment. I will comply with all drug test within 24 hours of request. I understand that I may request in writing that I be given a copy of these reports.**

Sign and Date:

\_\_\_\_\_  
Nanny

\_\_\_\_\_  
A Nanny Solution, Inc.