



Peace of Mind Nannies LLC  
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peaceofmindmadison.com

This application gives you, as well as Peace of Mind Nannies, a better understanding of what you are looking for and what type of caregiver your family needs at this time. Please answer the following questions carefully. Feel free to use additional space.

Along with the application please send a search fee of \$500.00 (Fee may vary on services obtained).

Peace of Mind Nannies would like to help make this process as convenient as possible. You may submit your family application directly via email or provide it at the time of interview.

### Family Application

Personal Information:

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

Name(s): \_\_\_\_\_

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

Parent's Occupation: \_\_\_\_\_

Work/cell: \_\_\_\_\_

Parent's Occupation: \_\_\_\_\_

Work/cell: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Best daytime number: \_\_\_\_\_

Email(s): \_\_\_\_\_

\_\_\_\_\_

Name of Child	Male or Female	Date of Birth	Favorite Activity
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you pregnant? \_\_\_\_\_

If your child is in school or daycare, what is their schedule?

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

Are there any allergies or other medical conditions to be aware of? \_\_\_\_\_

\_\_\_\_\_

Briefly describe your family's interests, hobbies and lifestyle.

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

Are there any pets in your home? \_\_\_\_\_

Does anyone in the household smoke? \_\_\_\_\_

Position Information:

When do you need a nanny to start? \_\_\_\_\_

How many hours per week do you anticipate needing a nanny? \_\_\_\_\_

Will a nanny be needed for weekends, evenings or overtime? \_\_\_\_\_

What salary or hourly rate are you prepared to compensate a nanny? \_\_\_\_\_

Please indicate the benefits you plan to offer a nanny. (ex. Vacation pay, sick time, bonuses, etc.)

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

Are you willing to negotiate money towards health insurance for your nanny? \_\_\_\_\_

Nanny's Anticipated Schedule:

Note: Please include any flexibility.

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_  
Sunday \_\_\_\_\_

Please list any extra duties you would require. (ie. errands, cooking, etc.)

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

What position(s) are you offering?

Full-Time \_\_\_      House Manager      \_\_\_      Temporary      \_\_\_  
Part-Time \_\_\_      Infant Care Specialist      \_\_\_      Mother's Helper      \_\_\_  
Live-In \_\_\_      Occasionally      \_\_\_      Nights/Weekends      \_\_\_  
Live-Out \_\_\_      Summer Position      \_\_\_      After School      \_\_\_

What is the minimum length of commitment you need from a nanny? \_\_\_\_\_

Will you provide a car for the nanny to use for transportation of the child(ren)? \_\_\_\_\_

Have you had a nanny or caregiver in the past? If so, please briefly describe the situation.

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

What personal characteristics in a nanny is your family looking for? What would you want most from a nanny?

\_\_\_\_\_

Does your family have any specific situations or dynamics that will affect a nanny while working in your home? If so, please explain.

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

Is there any additional information about your family you would like Peace of Mind Nannies to know before the search process?

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

Personal References:

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

Relation: \_\_\_\_\_

Phone number: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Benefits:

When you decide to work with Peace of Mind Nannies you will receive the following benefits. Each benefit is optional:

- An unlimited consultation with our agency
- Personal interview to understand your unique needs, situation and family dynamic
- Access to our screened and available qualified nannies
- Brief, written bios on each nanny
- Scheduling of face to face interviews with potential nannies
- Our family/nanny work agreement form, emergency form and etc.
- Payroll and tax link
- 6 month guaranty
- Consistent follow up with our agency to talk about nanny/family relationship
- Assistance with backup when the nanny maybe sick or not able to cover a date needed

Background Checks:

Peace of Mind Nannies works with a third party vendor for background checks. Each nanny will initially undergo a Multi-State and National Criminal Search as well as a National Sex Offender Search. Upon selection of a candidate that you feel is the right for your family we will proceed with additional background checks. We feel calling nannies references are not enough. We understand you are opening your home and trusting someone new with the ones you love. We promise to provide the most up-to-date and thorough background information on each of our nanny candidates.

We conduct the following checks:

Phase 1

- Multi-State National Criminal Search
- National Sex Offender Search

Phase 2 (upon selection of the right candidate for your family)

- Social Security Number Verification
- Address Search
- Driver's License and Record Check
- Drug Test (optional)

Disclosure:

I \_\_\_\_\_ understand that Peace of Mind Nannies acts as a service to provide nannies that have been interviewed screened and whose references have been verified personally. To the best of the agency's knowledge, nannies are experienced and trustworthy. Peace of Mind Nannies cannot guarantee that all the information provided me is true or accurate, or that the nanny will perform all duties to my satisfaction.

I understand that Peace of Mind Nannies will conduct a phone interview and face-to-face interview as well as conduct criminal background checks through a third party vendor on all nannies that are referred to me. All files are maintained by the agency.

Peace of Mind Nannies' policies apply to all nannies and families. I agree that a nanny or nannies who have been hired by our family are employees of our family and not employees of the agency. I understand that the agency assumes no responsibility for the actions of the nannies. By signing this agreement I agree to release and discharge the agency as a whole from any wrongdoing, liabilities, losses, obligations or damages acquired by you as a result of a referral of any nanny through Peace of Mind Nannies.

I agree that nannies or their identities, as well as any of their acquaintances, friends and family members, provided by the agency, will not share or disclose to other persons except with prior consent and fee of the agency and in accordance with the nanny contract with the agency.

I agree not to contact any nannies directly with intent to solicit their services without the knowledge of Peace of Mind Nannies. I agree not to hire or refer the agency's nannies to others outside of the process of the Peace of Mind Nannies agency. I further agree that any employment or referral of a nanny without consent within one year of an introduction of a nanny to me the family will result in a full payment fee to Peace of Mind Nannies.

I, \_\_\_\_\_, understand and will comply with these provisions. I also understand that the agency has the right to refuse services at its discretion.

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Signature

Date