



**CLIENT INFORMATION**

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E Mail address: \_\_\_\_\_

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

Employer: \_\_\_\_\_

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

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

Employer: \_\_\_\_\_

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

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

**NAMES & AGES OF CHILDREN**

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

**COMPENSATION OVERVIEW:**

Salary/hourly range of pay: \_\_\_\_\_ Method of Payment: \_\_\_\_\_

Additional benefits offered: \_\_\_\_\_

\_\_\_\_\_

**NANNY SCHEDULE:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**TELL US ABOUT YOUR HOUSEHOLD**

Describe your family and children:

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Describe your household environment:

- Extremely neat and clean
- Moderately neat and clean
- Cluttered but cozy
- HELP!!!!

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Educational, developmental, nutritional, or medical requirements:

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Describe the typical daily household routine:

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Activities & hobbies in which your child(ren) / family participate:

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Pets and pet-care expectations for the nanny:

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**ABOUT THE NANNY**

Are there any travel requirements:

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In addition to childcare, what duties will the nanny be expected to perform:

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- Childcare is the primary responsibility and nanny should tidy up after children and self
  - Family Laundry                       Children's Laundry                       Make beds
  - Vacuum                                       Dust     Bathroom care
  - Cleaning (describe)                       Other \_\_\_\_\_
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Meal preparation:

- Meal preparation for children only
- Light assistance with meal preparation for family
- Complete meal preparation for family

Will a vehicle be provided for the nanny, and if so under what conditions:

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Outline the rate/method of reimbursement when the nanny is required to use his or her own vehicle:

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List important qualities the ideal nanny might possess:

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Any other helpful comments or concerns:

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