



**JOB REQUIREMENTS:**

Start Date \_\_\_\_\_ Salary (per week based upon take-home) \_\_\_\_\_

\_\_\_ Full-Time \_\_\_ Part-Time \_\_\_ Live-In \_\_\_ Live-out \_\_\_ Summer \_\_\_ Travel (please complete supplement)

Days \_\_\_\_\_ Hours \_\_\_\_\_

Do you require additional hours beyond normal hours e.g. nights, weekends? Y / N

If yes, describe: frequency, times: \_\_\_\_\_

Do you require/desire that the nanny travel with the family? Y / N

If yes, describe details \_\_\_\_\_

At what rate will nanny be paid extra for this work? \_\_\_\_\_

Do you require that your nanny drive? Y / N Do you provide a vehicle? Y / N

Describe vehicle \_\_\_\_\_

Do you provide assistance with insurance or reimburse for mileage? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

**BENEFITS:**

Paid sick days/personal days: \_\_\_\_\_ Health insurance provided: Y / N

Which Holidays are paid?: \_\_\_\_\_

Paid vacation: \_\_\_\_\_ At nanny's pleasure or to be coordinated with family vacation? (describe details)

**APPLICANT CHARACTERISTICS :**

What qualifications and level of experience do you require from the applicant? \_\_\_\_\_

What qualities are most important to you in a child-care provider: \_\_\_\_\_

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What child-care responsibilities will the nanny have? \_\_\_\_\_

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Other than their primary responsibility of caring for your child(ren), what other household tasks do you require of the applicant?

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Do you require that the candidate share the same religious beliefs/affiliation/denomination etc . . . ? Y / N

If yes, what are your religious requirements? \_\_\_\_\_

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**TAXATION AND IMMIGRATION ISSUES:**

Most nannies in the Chicagoland area do not choose to have their taxes withheld by their employers. Indeed some nannies in Chicagoland are not legal to work in the United States, and reside here under student visas, or are awaiting legal status from the INS. Chicago Nannies, Inc. does not verify the immigration status of applicants, nor their legality to work in the United States. Verification work authorization is the responsibility of the employer.

It should be further noted that in general, nannies who agree to tax withholdings by their employers often also seek an upward adjustment in their compensation so that their take-home cash-flow remains largely unaffected by the withholding.

How you and your nanny address tax issues is outside the scope of Chicago Nannies, Inc.'s relationship with both you and the nanny applicants. **With that in mind, do you require that all candidates who apply for a position with you to have expressed their willingness or desire to have taxes withheld by you? Y / N**

Chicago Nannies, Inc. further recommends that potential employers consult with an accountant and/or attorney regarding employment/taxation issues relating to your child-care.

**DETAILS ABOUT YOUR HOME:**

Pets: \_\_\_\_\_ Special Requirements for pet(s) e.g. walked twice per day etc.; \_\_\_\_\_

Does either parent work from home? Y/N If yes, describe the circumstances: \_\_\_\_\_

\_\_\_\_\_

Is your neighborhood accessible by public transportation Y / N Describe: \_\_\_\_\_

Is there readily available parking? Y / N Describe: \_\_\_\_\_

What are the features of your neighborhood e.g. close to lake, parks, shops etc?

\_\_\_\_\_

Is there anything about your family, living situation, or children that is important for a prospective nanny to know?

\_\_\_\_\_

What has your experience been with previous childcare?

\_\_\_\_\_

What parenting book or books (if any) has guided or helped form your parenting style?

\_\_\_\_\_

How did you hear about Chicago Nannies, Inc.? \_\_\_\_\_



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*Nannies*  
inc.

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## Referral Agreement

This Agreement between Chicago Nannies, Inc. ("Agency") and the \_\_\_\_\_  
("Family") is made on \_\_\_\_\_, 200\_\_\_\_ and as their Agreement the parties agree as follows:

1. This Agreement sets forth the terms and conditions whereby Family agrees to retain the services Agency to assist it in its search for a suitable in-home child-care provider ("Nanny").

2. Under the terms of this Agreement, Agency will use its best efforts to locate and provide to Family for interviews, the Nanny candidate(s) that in the opinion of Agency best match the criteria provided to Agency by Family and with the aim that Family and a Nanny enter into an employment relationship.

3. In the event that Family enters into an employment relationship at any time in the future with a Nanny referred by Agency, Family shall pay to Agency a one-time referral fee in the amount of One Thousand Eight Hundred Dollars (\$1800.00). Family is under no obligation to enter into an employment relationship with any candidate referred by Agency and if the Family does not enter into an employment relationship with a candidate referred by Agency, Family shall not be liable for any fees to Agency unless otherwise agreed between Agency and Family.

4. Immediately upon acceptance of an offer by a Nanny referred, 50% of the referral fee is due. Account balance is due five working days prior to Nanny's start date. If Family decides in good faith to rescind the offer of employment to Nanny or otherwise terminate the relationship with Nanny based upon information discovered through the background checks described in paragraph 8 of this Agreement, at the Family's election, the full referral fee identified in paragraph 3 will be refunded or applied an alternative placement.

5. Family understands and agrees that Agency has invested substantial time and resources in recruiting and screening applicants. Should Family employ a Nanny candidate introduced by Agency in any child-care capacity, the appropriate referral fee will be due. Family agrees to keep confidential the identity of all Nanny candidates referred by Agency and any information regarding the same provided by Agency. Family agrees that any files or dossiers regarding any Nanny candidates will be returned upon request. Family agrees that it will not disclose to third parties the identity of any Nanny candidates referred by Agency. Should Family disclose such information regarding a Nanny candidate referred by Agency to a third party or parties, who acting on that information subsequently employ the Nanny in any child-care capacity, or share that information with another party or parties who do the same, Family shall be obligated to pay the referral fee that would have been due.

