



chicago  
*Nannies*  
inc.

Oak Park Office

p: 708•524•2101

f: 866•900•9605

contact@chicagonanniesinc.com

www.chicagonanniesinc.com

202 chicago ave; oak park, il 60302

## Nanny Application

To all Nanny Applicants:

Thank you for selecting Chicago Nannies, Inc. to assist you in your search. Please provide all requested information to us as soon as possible so that we can establish your portfolio and begin a job search for you.

Please complete the required forms in their entirety. If you do not know how to answer a particular question, ask us for assistance. You may attach additional sheets to any answer as necessary.

You may further enhance your portfolio by including any of the following:

- Resume
- Brief Biography and reasons why you want to be a nanny.
- Letters of reference
- CPR or First Aid Certification
- Any certificates, awards or accomplishments
- Recent Photograph of yourself

We look forward to finding you the best possible position to suit your needs.

Sincerely,

Joy Lichterman  
President, Chicago Nannies, Inc.

***Please fill out this application and call to set up an in person interview. Do not mail this application back, bring it with you, along with a photo ID (e.g. driver's license, State I.D. Card, Passport), to the in person interview.***

**APPLICANT REGISTRATION FORM**

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

Age/DOB: \_\_\_\_\_ SSN: or TIN # \_\_\_\_\_

Home Address (Number / Street / Apt. Number / City/ State / Zipcode): \_\_\_\_\_

Day Phone: \_\_\_\_\_ Night Phone \_\_\_\_\_

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

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

**Previous Addresses For Last Five Years:** (begin with most recent; attach additional sheets if necessary):

**Previous Address #1** (Number / Street / Apt. Number / City/ State / Zipcode): \_\_\_\_\_

**Previous Address #2** (Number / Street / Apt. Number / City/ State / Zipcode): \_\_\_\_\_

Position(s) sought (check all that apply, you may check more than one):

<input type="checkbox"/> Live In	<input type="checkbox"/> Full Time	<input type="checkbox"/> Travel	<input type="checkbox"/> Summer
<input type="checkbox"/> Come and Go	<input type="checkbox"/> Part Time	Dates Available: _____	Dates Available: _____
<input type="checkbox"/> Temp.	Days _____	_____	_____
<input type="checkbox"/> Permanent	Hours _____	_____	_____

Salary Desired: \_\_\_\_\_ /wk or \_\_\_\_\_ / hr Available Start Date: \_\_\_\_\_

Age Group Preferred \_\_\_\_\_ Number of Children Preferred \_\_\_\_\_

**Duties Willing to Perform:**

Full Housekeeping  Light Housekeeping  Laundry  Shopping  Transport Children  Cooking

Other/ Any Duty Not Willing to Perform: \_\_\_\_\_

Do you have any allergies to pets or any other restrictions with pets e.g. do not like to work around dogs (if yes explain)?

Would you consider positions where a parent works from home or where a parent does not work? \_\_\_\_\_

If you are not originally from the U.S.A, when did you immigrate here and from where? \_\_\_\_\_

Do You Drive? Y / N If Yes, do you have your own car? Y / N If yes Car make, model and year \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_ SSN: \_\_\_\_\_

**Education/Training**

High School: \_\_\_\_\_ Grad Year: \_\_\_\_\_

Location: \_\_\_\_\_

Honors/Awards:

Activities:

_____	_____
_____	_____
_____	_____

College/Vocational: \_\_\_\_\_ Grad Year: \_\_\_\_\_

Location: \_\_\_\_\_

Major/Area of Study: \_\_\_\_\_ Degree/Certificate: \_\_\_\_\_

Honors/Awards:

Activities:

_____	_____
_____	_____
_____	_____

Other Education or training:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employment History (continued):**

Photocopy this form or use separate sheet as necessary as necessary.

(# \_\_\_\_\_) Date Start: \_\_\_\_\_ Date Leave: \_\_\_\_\_

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

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

Job Title/ Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FT / PT Child Care Related? Y / N Use as one of your 3 child-care references? Y/N

Reason for leaving: \_\_\_\_\_

May We Contact Employer Y / N

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**FOR OFFICE USE ONLY (DO NOT WRITE IN THIS SECTION)**

Person Contacted: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Contacted By: \_\_\_\_\_

Employer Reports Applicant to Be:

Dependable: Y / N	Trustworthy: Y / N
Works Well With Others Y / N	Employee in Good Standing Y / N

Employer Comments :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_ SSN: \_\_\_\_\_

**Child Care References:**

1) Dates of Employment: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Reference name: \_\_\_\_\_ Occupation / Employer: \_\_\_\_\_  
Spouse: \_\_\_\_\_ Occupation / Employer : \_\_\_\_\_  
Address: \_\_\_\_\_ Phone \_\_\_\_\_  
Number of Children: \_\_\_\_\_ Ages of Children when started \_\_\_\_\_  
Description of Job Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Type of position: (check all that apply):  
 Live In  Come and Go  Temp.  Permanent  Full Time  Part Time  Travel  Summer

2) Dates of Employment: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Reference name: \_\_\_\_\_ Occupation / Employer: \_\_\_\_\_  
Spouse: \_\_\_\_\_ Occupation/Employer : \_\_\_\_\_  
Address: \_\_\_\_\_ Phone \_\_\_\_\_  
Number of Children: \_\_\_\_\_ Ages of Children when started \_\_\_\_\_  
Description of Job Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Type of position: (check all that apply):  
 Live In  Come and Go  Temp.  Permanent  Full Time  Part Time  Travel  Summer

3) Dates of Employment: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Reference name: \_\_\_\_\_ Occupation / Employer: \_\_\_\_\_  
Spouse: \_\_\_\_\_ Occupation/Employer : \_\_\_\_\_  
Address: \_\_\_\_\_ Phone \_\_\_\_\_  
Number of Children: \_\_\_\_\_ Ages of Children when started \_\_\_\_\_  
Description of Job Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Type of position: (check all that apply):  
 Live In  Come and Go  Temp.  Permanent  Full Time  Part Time  Travel  Summer

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_ SSN: \_\_\_\_\_

**Questionnaire:**

(You may answer the following questions on a separate sheet of paper if necessary)

Why do you want to be a nanny? \_\_\_\_\_

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What is your philosophy on child discipline and guidance methods? \_\_\_\_\_

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What activities do you enjoy doing with children? \_\_\_\_\_

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Who are the members of your family? (parents/siblings/spouse/children) \_\_\_\_\_

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Do your children live with you? Y / N If yes, what are their ages and what do you do for child care?

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What is the most important thing that you learned from your parents? \_\_\_\_\_

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Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_ SSN: \_\_\_\_\_

**Questionnaire (continued):**

What is the most happy or special memory from your childhood? \_\_\_\_\_

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What do you like to do in your spare time (activities, hobbies, clubs/organizations, etc.)? \_\_\_\_\_

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How do you deal with stressful situations? \_\_\_\_\_

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Describe a time you had to deal with a child's problem and how you handled it e.g. child fell off bicycle:

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What are your future goals? \_\_\_\_\_

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



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## Search Agreement

This is an agreement between \_\_\_\_\_ (“Applicant”) and Chicago Nannies, Inc. (“Agency”) for a child-care employment search by agency on behalf applicant.

Applicant agrees and understands:

- That Agency may reject any application for any reason except where prohibited by law.
- That all information provided by applicant is neither false, nor misleading and that providing any false or misleading information may result in rejection of application.
- That families expect that Applicant commit for one year, unless otherwise agreed upon.
- That applicant will keep their Chicago Nannies, Inc. counselor notified of all contacts with families referred by Agency.
- That applicant will notify their Chicago Nannies, Inc. counselor immediately if extended an employment offer with a family referred by Agency.
- That applicant will notify agency immediately if a family to which applicant has been referred by Agency provides Applicant’s name to anyone not already known by Agency.
- That if Applicant accepts employment with a family referred by Agency and withholds that information from Agency, applicant may be legally liable and that an action at law may be taken and damages may be sought.

Applicant further acknowledges and agrees that agency’s duty with respect to a family referred to Applicant is arranging an interview with that family. Agency does not guarantee the honesty or reliability of the family. Applicant further understands that Agency does not exercise control over, is not responsible for nor is involved in the employment relationship between a family and Applicant. Therefore issues including salary, taxes, benefits, duties, performance and termination, or any disputes related thereto, are between Applicant and family.

Applicant, by this agreement, expressly releases and agrees to indemnify and hold harmless Agency and its employees and agents, from any and all claims by anyone for damages or cost of any kind arising out of employment resulting from an Agency referral.

Applicant agrees and understands that any controversy or claim arising out of or relating to this contract or breach thereof, shall be settled in Cook County, Illinois, governed by the laws of the State of Illinois. This Contract shall be binding only upon the parties hereto and shall not include any third parties.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date