



Name(s) _____ Date _____

Street/City _____ Area _____

Home Phone _____ Cell Phone _____ Fax _____

Father's Employer _____ Position _____

City/State/Zip _____

Mother's Employer _____ Position _____

City/State/Zip _____

How many nannies have you hired in the last 4 years? _____ Ever worked with an agency? Yes No

How did you hear about us? _____

Children Information

Twins or Triplets _____

Child Name	Age	Needs and Activities

Special Needs Physically challenged Asthma or allergies Emotionally challenged
 Attention deficit disorder Hyperactivity Learning Disabilities

Nanny Services Required

Type		Travel Required		Gender			Start Date	Salary Range
live-in	live-out	Yes	No	Male	Female	Either		

Housekeeping	Child Related	Housekeeping	Special Functions
	Prepare child meals	Wash family dishes	Prepare family meals
	Change child bed linen	Change family bed linen	Shop for groceries
	Child laundry	Family Laundry	Feed/walk pets
	Make child beds	Make family beds	Place Trash at curb
	Clean child bathrooms	Clean family bathrooms	Arrange children appts.
	Dust/vacuum child rooms	Dust/vacuum rooms	Drive child to activities

Other _____
 Nanny is allowed to transport child(ren) on outings (zoo, park, etc.)? Yes No

Home House Sqft _____ Bedrooms/baths _____ Pool _____
 Types of Pets _____
 Other household help or staff _____

Live-In	Private room	Private Bath	Personal use of car
	Detached quarters	Television	Use of car for work only
	Furnishings provided	Private phone line	Visitors allowed

SAN DIEGO NANNIES

4805 Castle Ave. San Diego, Calif. 92105

619-286-1170 • 619-282-2403 Fax

FAMILY - AGENCY AGREEMENT

SAN DIEGO NANNIES will refer all qualified applicants who substantially meet your family's (hereinafter called "Employer") stated qualifications, without regard to race, religion, age or gender. Our policies prohibit us from accepting orders which require us to discriminate. Employer has sole discretion with regard to the decision to interview or hire any potential care provider that SAN DIEGO NANNIES introduces you to. By signing this agreement, the parties below acknowledge and agree to the following terms and conditions:

1. For the services of referring a child care provider, Employer shall pay to SAN DIEGO NANNIES compensation equivalent to one (1) month (4.33 weeks) of the provider's gross salary or Eight Hundred Dollars/(\$800.00), whichever is greater. The referral fee is due and payable at the time of the decision to hire the provider, regardless of the start date. The provider then becomes the employee of the family.
2. We encourage the employer and caregiver to enter into a separate written employment agreement outlining the job description, schedule, duties, and responsibilities of the caregiver, along with the rate of pay, benefits, and vacation schedule the employer will be providing. SAN DIEGO NANNIES is not a party to any employment agreement entered into by the Employer and provider.
3. Should the Employer or the provider terminate their mutual agreement within ninety days of the start of the contract service, the Employer shall be entitled to one (1) replacement caregiver at no charge. Replacement caregivers will be presented over the next (60) days from the termination of the first caregiver. This (60) day warranty is exclusive to the first caregiver hired by the Employer. The warrantee replacement caregiver must perform the same job description, hours, and duties of the original caregiver. Should the Employer choose to replace their original provider with a more highly qualified provider at a higher rate of pay within the (60) day warranty period, the compensation due to SAN DIEGO NANNIES will be amended and recalculated upon that higher rate. The difference shall be due and payable prior to the replacement provider beginning service for the Employer. There are no cash refunds once the caregiver has started the position.
4. Once the employment of a provider referred by SAN DIEGO NANNIES lasts for a period of (60) days, the employer shall not be entitled to a caregiver replacement from SAN DIEGO NANNIES for any termination of employment occurring thereafter.
5. This agreement shall be binding only upon the parties hereto and shall not include any third party nor shall SAN DIEGO NANNIES be a party to any agreement entered into between the EMPLOYER and any child care provider.
6. Once a provider is hired, if the Employer modifies the original "Caregiver's Job Description" as given by Employer to SAN DIEGO NANNIES with regard to hours, benefits, and/or compensation, the 60 day warranty described in paragraph 3 shall become void.
7. Upon Employer's payment of the referral fee to SAN DIEGO NANNIES, the child care provider becomes the employee of the Employer. All local, state, and federal government requirements including but not limited to income, taxes, social security (FICA), unemployment insurance, worker's compensation, disability insurance, Medicaid or Medical, shall be the responsibility of the Employer. SAN DIEGO NANNIES is at no time the employer of the provider. Applicants are not bonded or insured by SAN DIEGO NANNIES.
8. SAN DIEGO NANNIES will contact references for each applicant to substantiate the authenticity of the references. We are not always able to verify all information provided by applicant or on the application including, but not limited to items such as addresses, educational background, degrees, certificates or licenses.
9. The employer acknowledges that he/she has received and reviewed the State of California Trustline brochure. If your selected candidate is in the process of becoming Trustline registered, you will need to be aware it may take several weeks for the state to complete this process. Please refer to the information

we have given you to obtain information on how to verify the caregivers Trustline Registry registration.

10. SAN DIEGO NANNIES makes every effort to find a suitable provider and cannot discriminate in selecting individuals for consideration. The Employer agrees to interview the applicant and to make the hiring decision strictly upon the Employer's assessment of suitability and not upon any recommendation made by SAN DIEGO NANNIES.

11. The employer agrees and understands that the provider referred by SAN DIEGO NANNIES is acting as a domestic employee of the Employer and SAN DIEGO NANNIES, while carefully interviewing and screening the provider referred under this Agreement, accepts no responsibility for negligence or willful misconduct on the part of the provider accepted for employment by Employer. Employer agrees to hold SAN DIEGO NANNIES harmless for any acts or omissions by the provider and not hold SAN DIEGO NANNIES liable.

12. For a period of one (1) year from the date of this Agreement, the Employer agrees not to employ any applicant referred by SAN DIEGO NANNIES except in accordance with the terms of this agreement.

13. The employer agrees not to begin employment of any applicant referred to SAN DIEGO NANNIES without the full knowledge and consent of SAN DIEGO NANNIES including but not limited to arrangement for and payment of fees due to SAN DIEGO NANNIES at the time decision is made to hire. Should SAN DIEGO NANNIES be required to seek collection of said fee, it shall be the responsibility of the Employer to pay all costs of such collection, including but not limited to court costs, reasonable attorney's fees, and interest on unpaid balance at the rate of 1 & ¼ percent per month.

I (WE) HAVE READ AND UNDERSTAND THE ABOVE AGREEMENT AND HAVE RETAINED A DUPLICATE THEREOF.

Please sign and return this page to SAN DIEGO NANNIES. When we receive it you will be placed on our "Active Search" board and providers can then be sent to your family to interview. There is no cost or obligation to you until you choose to hire a SAN DIEGO NANNY. The referral fee is due in full at the time of the decision to hire. We accept checks and cash.

_____	_____	
Employer Phone Number	Employer Fax Number	
_____	_____	_____
Employer Print Name	Employer (sign)	Date
	_____	_____
	San Diego Nannies (sign)	Date

Employee's net pay (week or hour) _____ *Referral Fee _____

*San Diego Nannies submits the Trustline application for a nanny if it has not been previously completed. If the nanny has not yet paid trustline fees at the time of hire, the fee of \$125 will be added to the referral fee. All nannies who are in the trustline process, but have not paid the fees, sign a contract allowing the employer to deduct the fee from the first paycheck or a period agreed upon by the nanny and employer.

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total
Hours a.m.								
Hours p.m.								

Number of Children _____ Ages _____

Special Needs _____
