



Introducing..... _____

Previous Experience	
Ages	Childcare
< ¹ / ₂	live-in nanny
¹ / ₂ -2	live-out nanny
3-5	pre-school
6-12	teacher
13+	babysitting
Twins/Trips	day care

Other child care experience

Employment (seeking position for)		
Type	live-in	live-out
	full time	part time
Can Travel	Yes	No
HouseKeep	Light	Heavy

Area you live in _____

Circle areas you will work in

- | | | |
|----------------|-----------------|---------------|
| Oceanside | | Temecula |
| Carlsbad | Vista-SanMarcos | Escondido |
| Encinitas | RSF | RB |
| Del Mar | Carmel Vly | Poway/Scripps |
| La Jolla | | |
| Point Loma | San Diego | East County |
| Coronado | Nat City | |
| Chula Vista | | |
| Imperial Beach | | |

Please write a short paragraph to the families describing your childcare strengths.



Child Care

I have previous experience working with the following special needs children		
Learning Disabilities	Asthma or allergies	Emotionally challenged
Hyperactive	Attention Deficit disorder	Twins/Triplets

Maximum number children you will care for at one time _____

Age range of children most comfortable with _____

Caregiver

Describe what you like best caring for children _____

What would you do if you discovered a two year old playing with an open container of pills which is partially empty?

What steps would you take with a crying 3 month old who cannot be comforted?

Education

Last year complete		School Name/Location	Degree	Year
HS	1 2 3 4			
College	1 2 3 4			
Graduate	1 2 3 4			

Other certificates _____

Languages _____

Musical Instrument _____

ECE credits _____

Current Certifications CPR First Aid Lifesaving/Water Safety

If not certified, which are you willing to certify in? _____

Special Skills

Teacher Yes No Specialty _____
Nurse Yes No Specialty _____
Swimming Yes No How well _____
Music/Dance Yes No Specialty _____
Other _____

Medical

General Health Excellent Good Fair Poor
Current Medications None Explain _____

Conditions for which you are currently being treated None Explain _____

History of mental, emotional, drug, alcohol problems None Explain _____

Allergies/Asthma None Explain _____

Dietary restrictions None Explain _____

Physical restrictions None Explain _____

Any reason to restrict full activity regarding childcare? None Explain _____

Do you smoke? Yes No Socially
Would you be willing to undergo drug screening? Yes No
Would you be willing to test for AIDS? Yes No

To the best of my knowledge, the above information is accurate. I authorize my physician to release all information regarding my emotional and physical history.

Signature of Candidate _____ Date _____

Name: _____

Home Phone: _____

Address: _____

Work Phone: _____

Age: ____ Date available: _____ Other Contact #: _____

Cell/Pager: _____

Other addresses for past 7 years

Previous Address	From (mm/yy)	To (mm/yy)
Previous Address	From (mm/yy)	To (mm/yy)
Previous Address	From (mm/yy)	To (mm/yy)
Previous Address	From (mm/yy)	To (mm/yy)
Previous Address	From (mm/yy)	To (mm/yy)

Type Codes (leave blank if not child related) B=Babysit, LI=Live-In Nanny, LO=Live-Out Nanny, M=My own children, DC=Day care, P=preschool, T=teacher

Chronological employment history (do not leave gaps in dates).

	mo/yr-mo/yr	Employer	City, State	Phone	#child	ages	type
1							
	Can we call Y N	Reason for leaving:	Duties				
2							
	Can we call Y N	Reason for leaving:	Duties				
3							
	Can we call Y N	Reason for leaving:	Duties				
4							
	Can we call Y N	Reason for leaving:	Duties				

Other childcare related experience

	mo/yr-mo/yr	Employer	City, State	Phone	#child	ages	type

Mon	Tue	Wed	Thurs	Fri	Sat	Sun	
							Hrs Available
							Current Work Hrs
							Current School Hrs

Check items you will perform or are open to negotiate with the family.

Housekeeping

Child Related

- Prepare child meals
- Change child bed linen
- Child laundry
- Iron child clothes
- Make child beds
- Clean child bathrooms
- Dust/vacuum child rooms

Housekeeping

- Wash family dishes
- Change family bed linen
- Family Laundry
- Iron family clothes
- Make family beds
- Clean family bathrooms
- Dust/vacuum rooms

Special Functions

- Prepare family meals
- Shop for groceries
- Direct other staff
- Feed/walk pets
- Place Trash at curb
- Arrange children appts.
- Drive child to activities

You are not required to answer questions in the personal section but it helps place you.

Personal

Circle status: Single Engaged Married Separated Divorced Widow

#children _____ #grandchildren _____ Ages _____

Will your dependents go to work w/you Yes No Ages _____

Have you ever been convicted of a crime Yes No Explain _____

Ever been known by another name Yes No Explain _____

In case of emergency we should contact _____

SSN _____ Birthplace _____

Driving

Do you own a car Yes No Make _____ Auto/Stick _____

If you don't have a car how will you get to work _____

Car insurance Yes No Insurance Co, _____

Any moving violations/accidents Yes No Explain _____

Employment

How long of a commitment are you willing to make to a family _____

Reasons why you would leave the family's employ before 1 yr _____

Expected salary _____

Distance willing to commute _____

Temporary Work

Are you willing to do temporary jobs (1 day to 2 wks) Yes No

Will you do temp jobs which may require live-in for up to 2 wks? Yes No

Nanny/Agency Agreement

San Diego Nannies will help me find employment, but does not guarantee that it can find the employment I seek. I am not charged a fee by the San Diego Nannies for this service. San Diego Nannies has no obligation to seek work for me, and may remove me from its registry at any time, without notice. San Diego Nannies has my permission to provide interested potential employers with complete information regarding my background, including but not limited to work experience, education, health, copies of this registration and all materials I complete for, or provide to, San Diego Nannies. All materials completed in the process of this application, DMV printout, fingerprints, etc. become the property of San Diego Nannies and will remain with same. San Diego Nannies will provide me with information about available positions. I understand that San Diego Nannies cannot guarantee the accuracy of the information they are given about the positions. I am responsible for screening job offers, verifying information, and making a decision about the job that is right for me. I hold San Diego Nannies and its owners, directors, and staff harmless from any damage or injury arising out of employment search. I authorize the verification of any information on this registration with the appropriate references and authorities. By signing below, you will be authorizing us to contact local police departments for the purpose of checking criminal and misdemeanor activity.

I certify that all information I have provided to San Diego Nannies is true and correct to the best of my knowledge. In the event that any of my actions on a job secured through my association with San Diego Nannies cause injury or loss to others, I assume unconditional full and complete liability if any for such injury or loss.

I agree that if I am placed with a family that fails to pay San Diego Nannies within thirty (30) days of my start date I will leave the position until the full fee has been paid by the family.

This is not a registration for employment with San Diego Nannies. San Diego Nannies will not hire me. It has no authority to fire me. It does not establish my work schedule, compel me to accept employment offers, or direct me in the performance of my duties. It does not provide me with orientation or training, set performance standards or supervise my work. While I may be covered by unemployment insurance, social security, workers' compensation, and other benefits by an employer in a job I find through San Diego Nannies, San Diego Nannies is not that employer. San Diego Nannies does not provide any insurance coverage's, has no responsibility for employer taxes, does not record or report my earnings, does not cover me with unemployment insurance, does not contribute to Social Security on my behalf, and has no obligation whatsoever to do so.

Signature of Candidate _____ Date _____

Instructions

These forms are sent directly to the people who will be making a decision to hire you. Everything they see makes up a part of their decision to interview and hire you.

Description. Pages 1 through 5 are your employment package. Pages 1 through 3 are sent to families for review. These pages are used by San Diego Nannies and the client families to determine if you are suitable for jobs being offered. If you do not provide enough information describing your qualities, it is likely you will not get an interview.

Neatness. These pages are the client's first impression of you and is their basis for selecting you to interview. Grammar, spelling and neatness count. Clients do not want nannies that will teach their children bad grammar and spelling.

Introduction Page. The first page of your package includes a picture of you along with a paragraph introducing you to the family. This is always the top page in the portfolio. Clients want to see that you are enthusiastic about positions, and want to see how you describe your skills.

Blank Blocks. While you think you are saving time by leaving items blank that do not apply to you, the client looks at the blank blocks and thinks you are hiding something. They will assume the worst. Do not leave blanks.

Adverse Items. If there will be any reports in your file which could appear adverse to the client (such as an accident on the DMV), be sure to alert the Candidate Manager so that you may discuss the best way to handle inquiries. Clients look into the details and are not likely to select you for an interview if there are unexplained items in your application.

Additional Information. If there is not enough room to answer questions fully, ask the candidate manager for additional paper so we can include everything in your file.

Privacy. We consider the privacy of our clients and nannies of the utmost importance. Sensitive information is not released to outside agencies or persons. Personal information is not transmitted across unsecured networks. We shred all documents that are no longer required. Any information saved in digital format is encrypted and password protected.

Suggestions. We welcome any suggestions you have in improving our process.

SDN will present you as well as you present yourself. Set yourself up for success.