



Housekeeper Family Profile

Family name: _____

Home address: _____

City, State Zip: _____

Home phone: _____ Cell phone: _____

Fax: _____ E-mail: _____

Preferred contact method: _____

**Children
Name****Age****Gender****Grade**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please give directions to your home from the nearest major highway: _____



Housekeeper Profile

Start Date: _____

Live-In caregiver? _____ Day-Time caregiver? _____

Expected salary range: _____ Nett? _____ Gross? _____

Age Preference: ___ 19-30 ___ 31-45 ___ 46-55 ___ 56-65

Comment on preference: _____

Describe any specific qualifications and/or experience that you are looking for in a caregiver:

Have you ever employed a caregiver before? _____ If yes, for how long? _____

What duties will be required of the caregiver: _____

Check desired responsibilities:

- | | |
|---|---|
| <input type="checkbox"/> Transport | <input type="checkbox"/> Car available |
| <input type="checkbox"/> Laundry | <input type="checkbox"/> Meals |
| <input type="checkbox"/> Care of pets | <input type="checkbox"/> Grocery Shopping |
| <input type="checkbox"/> Travel with Family | |

Days/Hours you need caregiver to work: _____

Please give directions to your home from the nearest major highway: _____



CLIENT NAME: _____ DATE: _____

We (I), collectively referred to as the client, understand that Northfield Nannies, Inc., hereafter referred to as NN, has been retained solely as a referral source in providing us with prospective caregiver individuals and that NN, it's employees and agents are not parties to any agreement entered into between ourselves and any prospective child giver referred to us by NN.

We further understand that NN does not exercise control or discretion over the caregiver and that all issues relating to the employment of the caregiver including but not limited to: hiring, salary, taxes, benefits, duties, performance and termination are between the client and the caregiver.

We understand that neither NN, nor any provisions contained in this agreement, guaranty the performance of the candidate which we select. We agree not to hold NN responsible for actions, omissions or misrepresentations by the caregiver. As the employer, we understand that the decision to hire a caregiver referred by NN will be based solely upon our own interview and evaluation. We therefore agree to indemnify and hold NN and it's employees and representatives harmless from any damages or liabilities arising out of or connected in any way with the employment or association of a caregiver introduced to us by NN regardless of how, when or where any damages or liability may be incurred.

We agree to pay NN a fee in the amount of \$_____ for a _____ caregiver upon hiring an applicant referred to us by NN at any time within one (1) year of referral. This fee shall apply for any caregiver referred by NN and hired within one year of the referral date. **The above fee is payable to NN upon hiring a caregiver and must be received prior the date that the caregiver is to begin employment.** We understand and agree that NN reserves the right to charge our credit card account # _____ expiration date: _____ cvv (last 3 digits on back of card) _____ the above fee. We further understand that information concerning prospective caregivers is valuable and confidential. We agree not to divulge such information, including the identity of any prospective caregiver to any third party. If we breach this agreement and a third party to whom we have provided the information employs the caregiver, we agree to pay NN the fee described above.

If for any reason the Live-in, Come and Go, or Part-time Caregiver should be terminated or resigns for any reason within thirty (30) days of the employment start date, NN will refund the fee paid, less twenty-five percent (25%) of the total gross wages paid. If the Live-in, Come and Go, or Part-time Caregiver is terminated by us for just cause (as reasonably determined) after thirty-one (31) days but before ninety (90) days of the employment start date, NN will make reasonable efforts to provide a replacement caregiver. In such event, no refund of the fee will be made, and no fee will be due for the replacement caregiver. The foregoing shall apply on a one-time basis only. Any subsequent nannies will, if requested by us, will incur an additional fee in the amount set forth above. Refunds will be made within 3 business days of request. We understand that no cash refunds will be made on placements that terminate beyond the refund period.

This agreement shall be binding upon the undersigned parties and is not assignable or transferable.

Client

Northfield Nannies Inc.