

## Family Profile

Family name: \_\_\_\_\_

Home address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Preferred contact method: \_\_\_\_\_

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**Mother**

Occupation: \_\_\_\_\_

Employer and address: \_\_\_\_\_

\_\_\_\_\_

Business phone: \_\_\_\_\_

Time you leave in the morning \_\_\_\_\_

Time you return in the evening \_\_\_\_\_

Do you work on weekends? \_\_\_\_\_

Frequency/duration of travel \_\_\_\_\_

\_\_\_\_\_

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**Father**

Occupation: \_\_\_\_\_

Employer and address: \_\_\_\_\_

\_\_\_\_\_

Business phone: \_\_\_\_\_

Time you leave in the morning \_\_\_\_\_

Time you return in the evening \_\_\_\_\_

Do you work on weekends? \_\_\_\_\_

Frequency/duration of travel \_\_\_\_\_

\_\_\_\_\_

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**Children  
Name**

**Age**

**Gender**

**Grade**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Nanny Profile**

Start Date: \_\_\_\_\_

Live-In Nanny? \_\_\_\_\_ Day-Time Nanny? \_\_\_\_\_

Expected salary range: \_\_\_\_\_ Net? \_\_\_\_\_ Gross? \_\_\_\_\_

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

Comment on preference \_\_\_\_\_  
 \_\_\_\_\_

Describe any specific qualifications and/or experiences  
 that you are looking for in a nanny: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever employed a nanny before? \_\_\_\_\_ If yes, for how long? \_\_\_\_\_

What duties will be required of the nanny: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Check desired responsibilities:

- |  |   |
|--|---|
| <input type="checkbox"/> Transport children          | <input type="checkbox"/> Car available      |
| <input type="checkbox"/> Children's laundry          | <input type="checkbox"/> Children's meals   |
| <input type="checkbox"/> Care of pets                | <input type="checkbox"/> Grocery Shopping   |
| <input type="checkbox"/> Travel with Family          | <input type="checkbox"/> Light Housekeeping |
| <input type="checkbox"/> Accompany Family on Outings |   |

Do you have a housekeeper? \_\_\_\_\_ How often: \_\_\_\_\_

Days/Hours you need nanny 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.