

Northfield Nannies, Inc.

847-486-0021

Dear

Thank you for inquiring about Northfield Nannies, Inc. I've enclosed an **application** which you need to fill out completely and return as soon as possible. If you need additional space, feel free to attach a second page. It also helps if you **write a short paragraph** or two, describing yourself, your interests and experience. **Please include a photograph for the family.** Please include all of this information as the family likes to get familiar with each applicant when they read over your application. Families will then contact you by phone to interview you and describe their needs.

Please answer all questions on the application **completely**. Make sure you give me at least **three references**, preferably child-care related, with name, address, phone number and their relationship to you. (No family members please!!) The domestic physical may take some time to get signed, but it is a law in the state of Illinois that you must have this form signed in order to provide child-care for a family. Have a doctor sign this form and send it to me as soon as you can. Do not hold up the rest of your application though; I can be checking your references in the meantime.

If you decide to become a summer girl, it is important that you **communicate directly with Northfield Nannies**. We are here to answer any questions you may have about a family. Please call us and let us know which families have contacted you and who you are interested in. When you accept a position it is important for you to let us know so that we can process your application for that family. **If you apply to become a summer girl, and then change your mind, give us the common courtesy of a phone call so that we can file your application.**

While most of our summer jobs are live-in positions, occasionally we may get requests from families for local applicants looking for come and go jobs. Families hire live-in summer help to provide them with in-home care; this includes

occasional evenings and almost always Saturday nights. Summer girls usually take Sunday or Monday off.

Salary ranges vary. A family with two working parents generally will pay more than an at-home mom. You also must realize that the job with a working mother has much more responsibility than that of an at-home mom. Your age and experience are also factors in determining your salary.

These summer jobs are fun and a great way to experience family life outside of your hometown. Flexibility is the key when accepting a position with a family. Everyday is different and some may be busier than others. Many families plan summer vacations and take you along! You'll be able to see Chicago in your spare time.

If you have any friends who may be interested, have them contact me, either by letter or phone. I will be happy to send them an application. We have a summer girl picnic in the beginning of the summer so that you can make some friends in the area during your stay. It's nice to have a friend available to spend your day off together. If you have any questions about a specific family, please don't hesitate to call me at 847-501-5354.

I look forward to hearing from you soon.

Sincerely yours,

P.S.

Please use our checklist before mailing the information to us:

Completed application including credit authorization form

DCFS check

Personal letter

Photograph

Dr. form-schedule appointment and mail the form in to us as soon as possible