



**At Home Staffing
A Work/Life Balance Company**

Our goal is not to place you with just *any* family, but the *right* family.

We Listen to You!

We recognize that there are many resources you can use for help in finding a job. Here are reasons to use The Philadelphia Nanny Network, Inc. Whether you are seeking a full time, part time or temporary position as a nanny, babysitter, housekeeper, tutor, homework helper or cook, we can help you find a job you love.

- We look out for your safety. Online resources have not screened the families. Going to a stranger's home, without the support of an agency can be worrisome. We screen for you.
- We market you and showcase your best qualities.
- We will work with you to match your individual background, experience and preferences with those of a family to ensure a mutually rewarding experience.
- We help prepare you for the interview.
- We help negotiate your compensation.
- You will have professional support throughout the hiring process.
- In the area, we have the highest number of temporary opportunities while job searching.
- The family pays the fee, you do not!
- We give the best post placement support in the industry. We are always there for you.
- We have Get Togethers, some are social based, some are education based.
- Your personal information is secure and private information is never disclosed until hired.
- We uphold the highest standards in our industry.
- If you want to work in temporary jobs only, we can keep you as busy as you want.
- We are always your advocate.
- We are Active members in the International Nanny Association (founding member) and in the Alliance of Professional Nanny Agencies.
- We are committed to advancing your career. We have nannies who have been working through us for two decades.

10 East Athens Avenue, Suite 214, Ardmore, PA 19003 ♦ 610-645-6550 ♦ FAX 610-645-6540

E-MAIL recruiter@nannyagency.com ♦ www.nannyagency.com

How to Apply



Fully Complete Candidate Application

You may include resume, although please complete the additional information requested on Grid Page 3 of application. We need all the details!



Driver's License, Social Security Card, Green Card, Picture

If you have a Pennsylvania driver's license, please fill out the enclosed **Request for Driver Information** form. **Do not** include payment. **Just sign section A and complete sections C and E.** Please include a copy of your license, social security card and green card for proof of legal work status and background checks if hired. You are welcome to include a photo, it is optional.



Letters of Recommendation, Certificates, Diplomas

If you have copies of any of the above, feel free to send them in with your Candidate Application. It is not necessary to collect letters of reference if you do not already have them, as we will speak directly to all of your references by telephone.



PA Child Abuse Clearance

If you have one already completed, please include a copy with your information. If you do not, please complete the enclosed form and bring this with you to the interview. You will need \$10 in cash to submit the PA Child Abuse Clearance. We will supply the money order and send it into the PA Department of Public Welfare. If you are placed by The Philadelphia Nanny Network, Inc, we will reimburse the \$10.



Interview and Basic Skills Assessment

When you are invited in for an interview, you will spend about 45 minutes going through our process. For child care providers, in addition to the interview, you will participate in the International Nanny Association Basic Skills Assessment.



Submit Candidate Application and Forms

Scan/Email to recruiter@nannyagency.com, Fax 610-645-6540 or postal mail to 10 East Athens Ave, Suite 214, Ardmore, PA 19003. We will alert you once we have received your completed paperwork.

Questions? We are happy to answer any questions.
Our office hours are Monday through Friday 9:00am-5:30pm EST.
Call us at **610-645-6550** or if you are out of state **800-765-6269**.



EMPLOYMENT APPLICATION

Rec'd: ____/____/____
Basic Skills: <input type="checkbox"/> Pass <input type="checkbox"/> Fail

Optional

Place Photograph Here
(For Identification Purposes)

Name _____ Date Available _____

Present Address _____

City _____ State _____ Zip Code _____

Home Phone (____) _____ Cell Phone (____) _____

Work Phone (____) _____ Best Time to Call _____

Permanent Address _____

City _____ State _____ Zip Code _____

Permanent Telephone (____) _____

E-mail address _____

Do you own a car to get to and from work? Yes No Type of Car _____ Year _____

Are you willing to use your car for job related duties? Yes No Would you take public transport for city jobs? Yes No

What position(s) are you seeking? (Check all that apply)

- | | | | | |
|--|--|---|--------------------------------------|--|
| <input type="checkbox"/> Nanny (at home parent) | <input type="checkbox"/> Nanny (single mother) | <input type="checkbox"/> Family Assistant | <input type="checkbox"/> Housekeeper | <input type="checkbox"/> Tutor/Homework Helper |
| <input type="checkbox"/> Nanny (working parents) | <input type="checkbox"/> Nanny (single father) | <input type="checkbox"/> Newborn Specialist | <input type="checkbox"/> Chef/Cook | <input type="checkbox"/> After school care |
| <input type="checkbox"/> Live-in (permanent) | <input type="checkbox"/> Live-in (5 days only) | <input type="checkbox"/> Temporary | <input type="checkbox"/> Part time | <input type="checkbox"/> Full time |

What duties are you willing to accept? (Check all that apply)

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Full charge child care | <input type="checkbox"/> Run errands | <input type="checkbox"/> Laundry for children | <input type="checkbox"/> Grocery shop |
| <input type="checkbox"/> Supervise children | <input type="checkbox"/> Complete housekeeping | <input type="checkbox"/> Iron for children only | <input type="checkbox"/> Cooking for family |
| <input type="checkbox"/> Overnight care | <input type="checkbox"/> Light housekeeping | <input type="checkbox"/> Laundry for family | <input type="checkbox"/> Cooking for children |
| <input type="checkbox"/> Travel with family | <input type="checkbox"/> Run/empty dishwasher | <input type="checkbox"/> Iron for family | <input type="checkbox"/> Pet care |

What age child(ren) do you have care experience other than family or friends?

- Under 3 mo 3 mo-18 mo 18 mo-3 years 3 years-5 years 5 years-8 years 8 years-12 years Teenagers

Work Days/Hours Preferred: (Check all that apply) List hours you are willing to work.

- | | | | |
|-------------------------------------|--------------------------------------|------------------------------------|--|
| <input type="checkbox"/> Mon _____ | <input type="checkbox"/> Wed _____ | <input type="checkbox"/> Fri _____ | <input type="checkbox"/> Sun _____ |
| <input type="checkbox"/> Tues _____ | <input type="checkbox"/> Thurs _____ | <input type="checkbox"/> Sat _____ | <input type="checkbox"/> Night care (11pm-7am or 10pm-6am) |

Geographic Area Preferred: (Check all that apply)

- | | | | | | |
|------------------------------------|-------------------------------------|--------------------------------------|--|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Main Line | <input type="checkbox"/> Del Co | <input type="checkbox"/> Lower Bucks | <input type="checkbox"/> Delaware | <input type="checkbox"/> NE Phila | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Mont Co | <input type="checkbox"/> Chester Co | <input type="checkbox"/> Upper Bucks | <input type="checkbox"/> S. New Jersey | <input type="checkbox"/> Center City | |

Weekly Salary Range: _____ Gross or Net of taxes

Health Insurance: Need it? yes no negotiable Currently have it? yes no Cost \$_____/month

For long term permanent positions we ask that you make a minimum of a one year commitment. Are you willing to make this commitment? Yes No If not, please explain why. _____

For how long are you seeking employment? 3 months 6 months 9 months 1 year More than a year

Are you allergic to any indoor pets? No If yes, All dogs Some dogs _____ Cats Some cats _____

How did you hear about us? _____

Emergency Contact: Name _____ Contact number _____ Relationship to you: _____

Name _____

The Philadelphia Nanny Network, Inc.

Qualifications

Certified in: **CPR** Yes No Expiration Date ___/___/___ **First Aid** Yes No Expiration Date ___/___/___

There are positions that require swimming, knowledge of music or the arts or languages other than English. For those requirements:

Do you:	Yes	No	Explain Ability:
Swim?			
Play musical instruments?			
Know foreign languages?			

WORK EXPERIENCE---List most recent first, and work back.

From _____ To _____ Employer _____ Supervisor _____

Address _____ City _____ State _____ Zip _____

Telephone Number (_____) _____ Job Title _____ Part time Full time

Describe duties _____

Reason for leaving _____ Salary: Start _____ Finish _____

=====

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Ability to Perform Job Duties

For families in 2 and 3 story homes, are you able to run up and down the stairs carrying a baby or child as required by the job?

Can you describe your attendance record in the last 3 years? How often did you need to miss work, and can you talk about that?

Do you need any accommodation to perform your job duties? If so, what type?

Are you willing to have a pre-employment: a) medical exam? Yes No b) TB test? Yes No _____

SELF RATING Rate yourself on a scale of 1 to 10 (1 being "least" and 10 being "most"):

Outdoorsy	_____	Low Key	_____	Active	_____	Neat	_____
Schedule Oriented	_____	Outgoing	_____	Affectionate	_____	Self Starter	_____
Independent	_____	Enthusiastic	_____	Strict	_____	Patient	_____
Ability to Speak Up	_____	Flexible	_____	Organized	_____	Quick Tempered	_____
Homebody	_____	Shy	_____	Sense of Humor	_____	Common Sense	_____

Name _____

Related Experience: Please list all formal and informal experiences. Please be thorough. Use back if necessary.

Child Care/Family Assistant/Housekeeping/Cooking/Domestic Positions

Name of Family or Organization How did you get the job?	Complete address, city, state, zip code Work telephone, cell telephone	Ages/Gender of children when you began work. List each child separately unless it was group care.	List dates (month/year) when worked. Was it daytime, evenings or overnight	How many times per week did you work? What were some of the typical hours?	Why did you leave? What was your salary?

Tutors/Homework Helper Positions

Organization/School/Family Telephone Number City/State	Grade(s) Taught	Subjects Taught	List dates (month/year) when worked. Indicate salary.	Education Degrees, Credentials, Specialties	Professional associations and educational affiliations.

All applicants, please answer the first 4 questions:

1. Do you like animals? Would you be willing to work in a home with indoor pets?
2. Describe your lifestyle, hobbies and interests that you think an employer would like to know.
3. Do you have any daily obligations or practices which will affect your ability to perform duties during your working hours?
4. Tell us a little about yourself...describe your personality, values and why you would like to work for a family.

If you are applying for a Childcare or Family Assistant Position, answer the following questions:

1. Describe your experience with cooking, laundry, housecleaning and home management.
2. Have you had to cook for kids or a family in the past? What would you cook for a dinner meal for children?
3. Is there any specific age child you prefer not to work with? Why?
4. Have you ever cared for a newborn? Have you ever given a newborn a bath?
5. Would you like to be able to make your own decisions about the children during the day or follow a prearranged routine?
6. What activities would you do with the following age children? Include your favorite activities.

6 mos.	2 yrs.
5 yrs.	10 yrs.
7. How do you think children should be disciplined?
8. What do you like most about the way you were parented ? What do you disagree with most?

If you are applying for a Housekeeping Position, answer the following questions:**Do you know how to: (check all the apply)**

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Clean wood floors | <input type="checkbox"/> Use canister vacuum | <input type="checkbox"/> When to use bleach | <input type="checkbox"/> Cook light menu |
| <input type="checkbox"/> Clean marble properly | <input type="checkbox"/> Use upright vacuum | <input type="checkbox"/> When to use starch | <input type="checkbox"/> Cook full meals |
| <input type="checkbox"/> Polish furniture | <input type="checkbox"/> Use dishwasher | <input type="checkbox"/> Iron school uniforms | <input type="checkbox"/> Cook in a kosher kitchen |
| <input type="checkbox"/> Clean silver | <input type="checkbox"/> Read garment care labels | <input type="checkbox"/> Iron sheets | <input type="checkbox"/> Cook for restricted diet |
| <input type="checkbox"/> Care for antiques | <input type="checkbox"/> Sort clothes for washing | <input type="checkbox"/> Iron table linens | <input type="checkbox"/> Proper table setting |
| <input type="checkbox"/> Maintain closets | <input type="checkbox"/> Launder delicate garments | <input type="checkbox"/> Iron men's shirts | <input type="checkbox"/> Shop for groceries |
| <input type="checkbox"/> Make bed with hospital corners | <input type="checkbox"/> Launder washable silk | <input type="checkbox"/> Take pet to vet | <input type="checkbox"/> Shop for gifts |



Rec'd: ____/____/____

Verification and Reference Authorization

In order to determine whether a candidate is suitable for a position, it is necessary to thoroughly review your complete employment history, credit history and references. Many employers and references will not provide a candid response unless there is an authorization and release of liability statement. Please carefully review the following paragraph and sign and date the form below.

I, _____, hereby authorize The Philadelphia Nanny Network, Inc. and any agent acting on its behalf to contact my former employers and references and conduct a complete background review, including criminal, motor vehicle and credit reports. I authorize release and forever discharge each employer, reference, police and motor vehicle department, credit reporting agency, educational institution, The Philadelphia Nanny Network, Inc. and its employees and agents from any and all liability of any kind or nature whatsoever relating to my complete background, credit and reference review. I further specifically request that all agencies, representatives and references fully cooperate with this investigation.

If employed, I further authorize periodic checks of all above referenced sources as may be deemed necessary by employer.

Print Full Name

Maiden Names

Social Security Number

Signature

Date

Date of Birth

Drivers License Number and State

Present Address _____ City _____ State _____ Zip Code _____

List any other states where you have lived since 18 years old, indicating years lived there.

State	Month/Year to Month/Year	State	Month/Year to Month/Year	State	Month/Year to Month/Year

Rate your credit history Excellent Good Fair

How is your driving record? _____

Explain: _____

License ever suspended or revoked? _____

Have you ever been convicted of a misdemeanor or felony?

Other states you have been licensed in: _____

Yes No If yes, please explain. _____

Can you provide proof for employment eligibility in the U.S.? Yes No Please provide copy of Visa/Green Card On file.

EDUCATION

High School _____ Dates _____ Graduated: Yes No GPA _____
City/State _____ Telephone No. (____) _____

College _____ Dates _____ Graduated: Yes No Major _____ GPA _____
City/State _____ Registrar's Office Telephone No. (____) _____ Degree _____

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If left college, why? _____ Other courses/certificates/seminars _____

I understand the information on this application has been requested for the purpose of evaluating my qualifications for employment. To the best of my knowledge, the information in this application is true.

I understand that misrepresentation or omission of facts in connection with my application may be sufficient cause, in and of itself, for dismissal whenever discovered.

I allow the release of this information for purposes of employment. I understand that The Philadelphia Nanny Network, Inc. acts only as a placement service and assumes no liability or responsibility for any act of either the nanny or the employer.

Signature

Date

DL-503 (10-06)



REQUEST FOR DRIVER INFORMATION

The most current version of this form can be found at www.dmv.state.pa.us

DO NOT SEND CASH

PRINT OR TYPE ALL INFORMATION LEGIBLY

SEE REVERSE FOR INSTRUCTIONS / INFORMATION

CHECK (✓) ONE ONLY:

- | | |
|---|--|
| <input type="checkbox"/> BASIC INFORMATION: \$5.00 FEE (Driver history is not included) | <input type="checkbox"/> CERTIFIED DRIVER RECORD: \$10.00 FEE |
| <input type="checkbox"/> 3 YEAR DRIVER RECORD: \$5.00 FEE | <input type="checkbox"/> COPY OF DOCUMENT FROM FILE (MICROFILM): \$5.00 FEE |
| <input type="checkbox"/> 10 YEAR DRIVER RECORD: \$5.00 FEE (Employment Purposes Only) | <input type="checkbox"/> CERTIFIED COPY OF DOCUMENT FROM FILE: \$10.00 FEE |

You may obtain a copy of your own 3 Year and/or 10 Year Driving Record on PennDOT'S Web site at www.dmv.state.pa.us

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DATE _____																						
SUBSCRIBED AND SWORN																						
TO BEFORE ME: _____ MONTH _____ DAY _____ YEAR _____																						
<u>X</u> _____ SIGNATURE OF PERSON ADMINISTERING OATH																						
SIGN IN PRESENCE OF NOTARY																						

Sign

Complete

Sign & Complete

NOTARIZATION

MESSANGER NO.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION I ONLY. PRINT CLEARLY IN INK. ENCLOSE \$10.00 MONEY ORDER ONLY. PAYABLE TO DEPARTMENT OF PUBLIC WELFARE. DO NOT SEND CASH OR PERSONAL CHECK.

SEND TO CHLDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170

APPLICATIONS THAT ARE INCOMPLETE ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211

CHILDLINE USE ONLY
DATE RECEIVED BY CHILDLINE

SECTION I APPLICANT IDENTIFICATION

IN THIS SPACE PRINT APPLICANTS FULL NAME AND ADDRESS (DO NOT USE INITIALS)

NAME STREET CITY, STATE ZIP CODE	SOCIAL SECURITY NUMBER <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">AGE</td> <td style="width: 33%;">DATE OF BIRTH</td> <td style="width: 33%;">DAYTIME PHONE NO.</td> </tr> <tr> <td colspan="2">SEX <input type="checkbox"/> M <input type="checkbox"/> F </td> <td>COUNTY YOU LIVE IN</td> </tr> </table>	AGE	DATE OF BIRTH	DAYTIME PHONE NO.	SEX <input type="checkbox"/> M <input type="checkbox"/> F		COUNTY YOU LIVE IN
AGE	DATE OF BIRTH	DAYTIME PHONE NO.					
SEX <input type="checkbox"/> M <input type="checkbox"/> F		COUNTY YOU LIVE IN					

PREVIOUS NAMES USED SINCE 1975 (Include Maiden Name, Nicknames, Aliases)

(FIRST, MIDDLE, LAST)	(FIRST, MIDDLE, LAST)
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PURPOSE OF CLEARANCE (Check ONE block ONLY)

<input type="checkbox"/> CHILD CARE <input type="checkbox"/> FOSTER CARE <input type="checkbox"/> ADOPTION <input type="checkbox"/> SCHOOL	<input type="checkbox"/> VOLUNTEERS-A copy of your PROCESSED 'Request for Criminal Record" (Form SP4-164) must be attached. Out-of-state residents must also attach a copy of their PROCESSED FBI clearance (Form FID-258).	<input type="checkbox"/> CWEP (Community Work Experience Program Participant)
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SIGNATURE OF CAO REP _____

CAO PHONE NO _____

PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

1. _____
2. _____
3. _____
4. _____

HOUSEHOLD MEMBERS (List everyone who lived with you at anytime since 1975 to the present).

NAME (First, Middle, Last) Do not use initials.	RELATIONSHIP	PRESENT AGE	SEX
1.			
2.			
3.			
4.			
5.			
6.			

I certify that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).

Applicants are required to show the Administrator the original document. Administrators are required to keep a copy of this child abuse history record on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

APPLICANT'S SIGNATURE _____

DATE _____

DO NOT WRITE IN THIS SECTION - CHILDLINE USE ONLY

SECTION II RESULTS OF HISTORY CHECK

<input type="checkbox"/> APPLICANT IS NOT LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE.	<input type="checkbox"/> APPLICANT IS LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).
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STATUS OF REPORT	DATE OF INCIDENT	STATUS OF REPORT	DATE OF INCIDENT
1.		3.	
2.		4.	

_____ VERIFIER _____ DATE _____
 _____ VERIFIER'S SUPERVISOR _____ DATE _____

SECTION III

VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES

_____ has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports.

The results of the child abuse and school employee report clearances are listed in Section II on the reverse side. The results of the criminal history reports are listed below. Out-of-state residents must have criminal history clearance from both the Pennsylvania State Police and the FBI. The voluntary certification may be obtained every two years.

It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred in the last five years.
- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred over five years ago.
- Applicant is named as the perpetrator of an "Indicated" child abuse or school employee report.
- Applicant is not named as the perpetrator of any child abuse or school employee report contained in the Statewide Central Register.

PENNSYLVANIA STATE POLICE CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.

FBI CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.
- No FBI clearance required.

VERIFIER_____
DATE_____
VERIFIER'S SUPERVISOR_____
DATE