

**Employer Information Form**

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Application Date:

Nanny Start Date:

Immediately

Mothers Name:

Occupation:

Work Number: Email:

Fathers Name:

Occupation:

Work Number: Email:

Address: City:

Province: Postal Code:

Nearest Subway Station:

Nearest Intersection:

# Children's Information

Name: Age:

Name: Age:

Name:

Age:

Name: Age:

Live-In:

Live-Out:

# Job Description

Position:

Nanny

Nanny/Housekeeper

Part-Time

Full-Time

Hours:

Expect to Pay: Gross:

Net:

Monthly

Weekly Overtime Rate

Yes No

Expected duties:

Children's Laundry Family's Laundry

Children's Bedding Family's Bedding

Children's Ironing Family's Ironing

Children's Cooking Family's Cooking

Keep children's room tidy

Vacuuming:

Weekly

Bi-Weekly

Dusting:

Weekly

Bi-Weekly

Cleaning Bathrooms:

Weekly

Bi-Weekly

Sweeping Kitchen Floor:

Weekly

Bi-Weekly

Washing Kitchen Floor:

Weekly

Bi-Weekly

Any other household tasks? (Please specify)

# Additional Household Information & Functions

Do you have a cleaning lady?

If yes, how often does she come?

Other:

Do you have any pets?

Will the nanny be required to tend to the pets?

Feeding:

Walking the dog:

Other:

# Children School

Do the children attend?

Nursing School

Junior Kindergarten

Senior Kindergarten

Mornings

Afternoons Full-Day

Number of days a week Number of days a week

Are the children's schools within walking distance? Are the children allowed on the subway?

Are the children encouraged to socialize with other children? Do you encourage outdoor activities such as parks, walks, trips to the zoo etc?

Are there any other restrictions?

Driver Required

Use of car after working hours?

Automatic

Standard

Paid Vacation?

Unpaid Vacation?

Is the nanny expected to accompany family holidays? (If Yes, Where?)

How often?

**Ideal Nanny**

Any preference is nanny's age?

Do you mind if she has children of her own?

Qualifications

Years of Experience Preferred

Is a swimmer required?

Is a smoker okay?

Social Smoker?

Notes

Any other specific requirements?