



NANNY SERVICES

Family Application

Desired Start Date: _____

We are looking for (please check):

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Nanny | <input type="checkbox"/> Driver |
| <input type="checkbox"/> Housekeeper | <input type="checkbox"/> Non-Driver |
| <input type="checkbox"/> Baby Nurse | |
| <input type="checkbox"/> Babysitter | <input type="checkbox"/> Live-in |
| <input type="checkbox"/> In-Room Hotel
Child Care | <input type="checkbox"/> Live-Out |
| | <input type="checkbox"/> Either |

This position is (please check):

- | |
|--|
| <input type="checkbox"/> Full-time (Over 30 Hrs per week) |
| <input type="checkbox"/> Part-time (30 Hrs and under per week) |
| <input type="checkbox"/> Weekend |
| <input type="checkbox"/> Temporary |
| <input type="checkbox"/> Summertime |

How long do you think you will have your Nanny?

Contact Information:

Parent # 1 Full Name: _____
Present Street Address: _____
State: _____
Home Phone Number: _____
E-mail Address: _____

Parent #2 Full Name: _____
City: _____
Zip Code: _____
Fax Number: _____

Parent # 1:

Occupation: _____
Office Phone Number: _____
Office E-mail: _____

Cell Phone Number: _____
Office Fax Number: _____

Parent # 2:

Occupation: _____
Office Phone Number: _____
Office E-mail: _____

Cell Phone Number: _____
Office Fax Number: _____

Please tell us how you heard about Gift of Time Ohio:

- | |
|---|
| <input type="checkbox"/> Internet |
| <input type="checkbox"/> Friend Name of Friend: _____ |
| <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Other |

Please provide us name of source (i.e.: Internet site, friend's name, newspaper name):

Children's Information:

Child's Name:	Date of Birth	Age	Male/Female	In School Yes / No	Special Interests
_____			<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	_____ _____ _____

Child's Name:	Date of Birth	Age	Male/Female	In School Yes / No	Special Interests
_____			<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	_____ _____ _____

Child's Name:	Date of Birth	Age	Male/Female	In School Yes / No	Special Interests
_____			<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	_____ _____ _____

If any of your children have special needs, please explain:

Are you expecting any more children within the next year?

What responsibilities will the Nanny have?

What qualities are you looking for in a Nanny?

Do you require your Nanny to travel? Yes No Domestic International

Driving Details:	Yes	No
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Will a car be provided?	<input type="checkbox"/>	<input type="checkbox"/>
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Would you consider hiring a person that is not able to drive?	<input type="checkbox"/>	<input type="checkbox"/>
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Is the Nanny responsible for driving kids?	<input type="checkbox"/>	<input type="checkbox"/>
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Do you provide assistance with insurance or mileage reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>
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Explain:

What accommodations and benefits will you provide the LIVE-IN Nanny?

- Private bedroom
- Private bathroom
- Shared bath
- TV
- Phone
- Health Insurance
- Paid travel with family
- Paid vacation
- Major holidays off
- Bonus
- Tuition reimbursement for child related courses
- Other: _____

Have you ever employed a Nanny before?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Please tell us what you liked about your previous Nanny?

For what reason is the Nanny no longer in your household?

Do you speak any languages other than English in your household?	Yes	No
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Explain: _____

Do you require the Nanny to speak these languages?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

If you have any dietary restrictions in your household, please explain: _____

Do you have any pets in your home?	Yes	No
Dogs _____	<input type="checkbox"/>	<input type="checkbox"/>
Cats _____	<input type="checkbox"/>	<input type="checkbox"/>
Birds _____	<input type="checkbox"/>	<input type="checkbox"/>
Fish _____	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>

Do you require the Nanny to care for the pets?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Explain: _____

Does anyone in your home smoke?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Is alcohol permitted in your home?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

What is your policy for the Nanny regarding smoking and alcohol consumption in your home during off duty hours? _____

Nanny's WORK SCHEDULE:

Monday	<input type="checkbox"/>	Start time: _____	Finish time: _____
Tuesday	<input type="checkbox"/>	Start time: _____	Finish time: _____
Wednesday	<input type="checkbox"/>	Start time: _____	Finish time: _____
Thursday	<input type="checkbox"/>	Start time: _____	Finish time: _____
Friday	<input type="checkbox"/>	Start time: _____	Finish time: _____
Saturday	<input type="checkbox"/>	Start time: _____	Finish time: _____
Sunday	<input type="checkbox"/>	Start time: _____	Finish time: _____

Maximum hours you want to give per week
 10 – 20 Hours 40 – 50 Hours
 20 – 30 Hours 50 + Hours
 30 – 40 Hours

If you are hiring a Nanny to do housekeeping:

Style of Main House (Colonial, Ranch, etc.)

Approximate square footage of house

Number of bedrooms

Number of bathrooms

Please explain details of additional residences that require cleaning:

What responsibilities will the housekeeper have?

Qualities you are looking for in a housekeeper?

Please check the following tasks that you would like your Nanny to do:

- Cook Meals
- Laundry
- Ironing
- Drive kids
- Take care of pets
- Additional tasks: _____

If you are hiring a Baby Nurse:

<input type="checkbox"/> 24 hour care	Number of days requested (14 day minimum required): _____
<input type="checkbox"/> nigh-time care	We are having: _____ Sex of baby is: _____
<input type="checkbox"/> day-time care	<input type="checkbox"/> single <input type="checkbox"/> unknown
	<input type="checkbox"/> twins <input type="checkbox"/> boy
	<input type="checkbox"/> triplets <input type="checkbox"/> girl
	<input type="checkbox"/> multiples: _____

Family Interest

Please rate the following according to your importance in finding a Nanny:

- Experience with children Very Important
- Communication skills Very Important
- Athletic Skills Very Important
- Writing Skills Very Important
- Creativity Very Important
- Education Very Important
- Music Skills Very Important

If you are hiring a Babysitter:

If different than above, please provide the following information where babysitting is needed:

Street Address: _____ Hotel Name: _____
City: _____ Room/Reservation Name: _____
State: _____ Phone Number: _____
Zip Code: _____

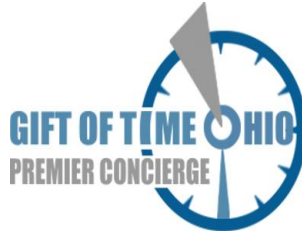
ALL POSITIONS

Weekly GROSS Salary Range (If uncertain, provide range):

- \$200 - \$300 \$500 - \$600
- \$300 - \$400 \$600 - \$700
- \$400 - \$500 \$700 +

Hourly rate: Overtime pay: Overnight pay:

Please provide any additional information:



NANNY SERVICES

FAMILY SERVICE AGREEMENT

This Service Agreement is being entered into by and between Gift of Time Ohio ("Gift of Time Ohio Premier Concierge"), P.O. Box 866 Grove City, OH 43123, and _____ ("Client"). This Service Agreement becomes effective when both parties sign a copy of this Agreement. This Agreement shall remain in effect for a minimum of 1 year, and it shall thereafter continue in effect until either party notifies the other, in writing, that it wishes to terminate this Agreement.

The purpose of this Service Agreement is to set forth the obligations of both Gift of Time Ohio and Client for the location, referral and employment or retention of "Nanny". "Nannies" include, but are not limited to, nannies, newborn care specialists ("baby nurses"), babysitters, companions and housekeepers. Nannies may be either live-in or live-out, full time or part time, and permanent or temporary.

A. SERVICES:

1. Client desires to directly employ or retain a person as a Nanny to perform certain child care, companion care, help after surgery, or domestic duties as specified in writing by Client. Client retains Gift of Time Ohio to locate and refer to Client a Nanny to perform such services for Client.

2. Gift of Time Ohio will make reasonable efforts to recruit candidates meeting Client's written job qualifications. Gift of Time Ohio will perform Federal and Ohio background checks and will verify references and the past employment history of each Nanny candidate referred to Client and to whom Client extends a job offer. The background checks will include a Federal criminal records check, Social Security trace and, if driving is part of the job qualifications, a DMV check. At Client's request, and upon the written consent of the Nanny candidate, Gift of Time Ohio will disclose to Client all background check, reference check and employment history results, as permitted by applicable law. Client understands and agrees that a background check may not be conducted if it gives Gift of Time Ohio less than 48 hours to recruit a Nanny.

3. Client understands that the written and oral information prepared and provided by Gift of Time Ohio in relation to this Service Agreement, a Nanny, or a Care Specialist candidate is the proprietary information of Gift of Time Ohio. Client will not disclose to any third party any such information prepared or provided by Gift of Time Ohio.

4. Client understands and agrees to pay any additional placement fees, (Applies only to Part-Time or Temporary Services)

___ below, should it retain a Nanny for a period(s) longer than reported to Gift of Time Ohio. (For example, if Client initially retains a Nanny referred by Gift of Time Ohio for 5 days, Client owes a placement fee of \$25 per request which must be paid prior to the Nanny beginning services. If Client then needs the Nanny for an additional 2 days, Client must notify Gift of Time Ohio of any changes or an additional placement fee of \$25 will be applied.

5. Gift of Time Ohio will not release any personal or identifying information provided by Client to any third party other than as is necessary to perform its obligations under this Service Agreement or as may be required by any federal, state or local government agency or authority or as required by law.

B. TERMS AND CONDITIONS OF EMPLOYMENT:

1. Client acknowledges that Gift of Time Ohio is a placement service only and that Nanny candidates referred to the Client are not, and will not, be employees or agents of Gift of Time Ohio. Gift of Time Ohio will not be a part of any employment or retention agreement or contract of any kind between Client and a Nanny. Client acknowledges that any Nanny hired by Client will be an employee of Client, and not an employee of Gift of Time Ohio. Client also acknowledges that any Nanny retained by Client on a temporary basis or as an independent contractor will not become an employee or agent of Gift of Time Ohio, but that any retention relation will exist strictly and solely between Client and the Nanny.

2. Client is solely responsible for all hiring decisions and for establishing and maintaining the terms and conditions of a Nanny's employment or retention. This includes following all applicable federal, state and local laws governing employment including, but not limited to, overtime and minimum wage laws, employment tax and payroll tax laws, and completion and retention of Internal Revenue Service Form I-9.

3. Client acknowledges that Gift of Time Ohio does not control or supervise the time, method, manner or means Nannies may use in accomplishing Client's objectives. All such duties and expectations are left for mutual agreement between Client and the Nanny. Gift of Time Ohio also does not warrant the performance of any Nanny, and it is in no way responsible for any Nanny's conduct while working for Client.

C. INDEMNIFICATION AND HOLD HARMLESS:

Client agrees to defend, indemnify, and hold harmless Gift of Time Ohio and its officers, directors, shareholders, employees and agents from and against any and all claims, demands, liabilities, damages, judgments, orders, decrees, actions, proceedings, fines, penalties, costs and expenses, including but not limited to, court costs and fees arising from or relating in any manner to: (i) any claims, demands, liabilities, damages, judgments, orders, decrees, actions, proceedings, fines, penalties, costs and expenses which Client may have or incur against Nanny; (ii) any Nanny's act, omission or failure to act for Client; (iii) any disclosure of personal information about the Client by the Nanny; and (iv) any claims, demands, liabilities, damages, judgments, orders, decrees, actions, proceedings, fines, penalties, costs and expenses which Nanny may have or incur against Client or members of the Client's household or any third party.

D. FEES

1. Client agrees to pay all retainer and placement fees when due in a timely manner. Nanny placement fees are due and payable upon a Nanny's acceptance of a job offer. Client must provide Gift of Time Ohio with a valid credit card number, including expiration date, and credit card code at the commencement of this Service Agreement as a guarantee of payment and Client hereby irrevocably authorizes Gift of Time Ohio to place charges on said account in accordance with this Service Agreement. Client will immediately give Gift of Time Ohio new credit card information should Client cancel the credit card or should Client's ability to use the credit card cease, for any reason, during the term of this Service Agreement. Client can also pay by check or cash.

2A. Baby Nurse:

Client agrees to pay a baby nurse placement fee to Gift of Time Ohio; a minimum placement fee for all baby nurse placements is \$100, for a maximum 90 of days of service the baby nurse will provide. Client agrees to pay Gift of Time Ohio \$100 upon the acceptance of a job offer by a baby nurse. Client must enroll in Annual Membership, which is \$20 annual membership fee.

2C. Babysitting, Companionship, After Surgery Care, Elder Care:

Gift of Time Ohio will recruit and refer babysitters whose services will be required for at least 4 hours each day. Client agrees to pay a babysitter placement fee to Gift of Time Ohio equal to \$25 per request for services to Client. . Client must enroll in Annual Membership, which is \$20 annual membership fee.

Any cancellation of babysitting services must be made at least 48 hours in advance. Failure to cancel services at least 48 hours in advance will result in Client being charged the full placement fee including \$25 for each day cancelled. Gift of Time Ohio will refund to Client \$25 request fee for babysitter's services that are cancelled at least 48 hours in advance.

E. ADDITIONAL CONDITIONS:

1. Client will not offer employment or retention to any Nanny candidate without first notifying Gift of Time Ohio.
2. Client will not disclose any information with respect to any Nanny or Nanny Candidate to any third party without prior written consent from Gift of Time Ohio.
3. Client will not request a Nanny or Nanny Candidate or recommend any other Nanny for hire.
4. Client understands and agrees that Gift of Time Ohio has invested substantial time and resources in recruiting and screening Nanny Candidates. Client agrees to pay the placement fees set forth in this Service Agreement should Client employ or retain any Nanny candidate referred by Gift of Time Ohio, in any capacity, during the term of this Service Agreement or within 1 year after the termination of this Service Agreement. Gift of Time Ohio may directly charge the placement fees to Client's credit card. If Gift of Time Ohio is unable to charge Client's credit card for any reason, Gift of Time Ohio may pursue all legal remedies available and may refer the matter to collections.
5. Client understands and agrees that if it refers any Nanny candidate referred by Gift of Time Ohio to any third party, and the third party hires or retains the Nanny candidate during the term of this Service Agreement or within 1 year after the termination of this Service Agreement but does not enter into a service agreement with Gift of Time Ohio, Client will pay the entire placement fee to Gift of Time Ohio under the same terms and conditions as if Client hired the Nanny for themselves. Gift of Time Ohio may directly charge the placement fees to Client's credit card. If Gift of Time Ohio is unable to charge Client's credit card for any reason, Gift of Time Ohio may pursue all legal remedies available and may refer the matter to collections.

F. EMPLOYMENT GUARANTEE:

1. If Client's Nanny (excluding baby nurses, babysitters, and Temps) remains in the position for more than 90 days, but less than 30 days, Gift of Time Ohio will recruit a replacement Nanny to cover the remainder of the Service Agreement at no charge. If any additional replacements are needed after the 1 year agreement, family agrees to pay Gift of Time Ohio a \$300.00 fee for any additional replacement Nanny's up to 1 year after term of this Agreement.
2. If Client's Nanny (excluding baby nurses and babysitters, and Temps) fails to remain in the position for a period of 30 days, Gift of Time Ohio will recruit a replacement Nanny at no charge during the term of this Agreement.
3. Replacement is not guaranteed for Clients whose Nanny leaves for cause or for good reason, including, but not limited to, failure to pay, abuse, or change of job description.

G. MISCELLANEOUS:

1. Client's failure to comply with any provision of this Service Agreement will result in Client's forfeiture of any right to a replacement Nanny, or any other right set forth in this Service Agreement.
 2. In the event any provision of this Service Agreement is deemed to be invalid or unenforceable by any court or administrative agency, such provision shall be restricted in scope or otherwise modified to the extent necessary to render the same valid and enforceable or, in the event that any provisions of this Service Agreement cannot be modified or restricted so as to be valid and enforceable, then the same shall be deemed excised from the Service Agreement if circumstances so require, and the Service Agreement shall be construed and enforced as if such provision had originally been incorporated therein as so restricted or modified, or as if such provision had not originally been contained therein, as the case may be.
 3. This Service Agreement constitutes and contains the entire agreement and understanding between the parties concerning the subject matter of this Agreement, and except as stated herein, supersedes all prior negotiations, proposed agreements and understandings between the parties. This Service Agreement may only be modified by a writing signed by both parties.
 4. Any breach of this Agreement shall entitle the non-breaching party to pursue all available relief, including, but not limited to, injunctive and all damages sustained or incurred by such party as a result of or arising from the breach.
 5. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio.
 6. This Agreement may be executed in counterparts and will be as fully binding as if signed in one entire document.
- I hereby irrevocably authorize charges to the following credit card as provided in the foregoing Service Agreement.

Visa, MasterCard, American Ex or Discover Number

Expiration Date / **Security Code**

Name as It Appears on The Card (Print)_____

Billing Address_____

Authorized Signature_____

Payment by Check or Cash

Check #