



350 S. Northwest Highway Suite 300 • Park Ridge • IL 60068 • ph: 847.824.4900 • fax: 847.972.6322
 Mailing Address: P.O BOX 5033, Buffalo Grove IL 60089



REQUEST FOR A NANNY/BABY NURSE

Application Date _____

Please list our position as CONFIDENTIAL. We currently employ a nanny and do not wish to alert her of our search. Please circle if applicable

YES NO Current Nanny Aware of Search

FAMILY INFORMATION

(List first and last name of each parent).

Parent(s) Name _____

Children Information:

Address _____

Number of Children: _____

City, State, and Zip: _____

Names(s) _____

Telephone _____

Age(s) _____

Email address _____

Gender(s) _____

Have you registered with Pro Care Agency before? YES NO

If any child has medical, social or emotional concerns, or food or respiratory allergies, please describe:

Does the family own any pets, if 'Yes' please state what type of pet?

YES: NO

Are any of the parent(s) going to stay at home while the nanny is

YES NO

present?

POSITION DESCRIPTION

_____ Live - In _____ Live - Out _____ either

Desired Start Date _____

Weekly employee's salary range \$ _____ to \$ _____ Hour / Week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours:	Hours:	Hours:	Hours:	Hours:	Hours:	Hours:

Additional family needs:

Do you require the nanny to have own car? ____YES ____NO

Age preference: ____ 19-30 ____ 31-50 ____ 51 / older ____ Open

How long do you plan to employ a potential employee? _____

Duties

Request child care/primarily duties related to children

- | | |
|--------------------|-------------------------|
| Children’s Laundry | Family Laundry |
| Transport Children | Family Meal Preparation |
| Light Housekeeping | Vacuum |
| Run Errands | Pet Care |
| Grocery Shop | Travel with Family |

Other _____

Benefits/Compensation

Holiday Pay	Sick Pay	Vacation Pay	Potential Bonus
Provide a car to employee while:		ON duty	OFF duty

Live-in Nanny Accommodations

Private Room	Private Bathroom	Shared Bathroom	TV
Phone in caregiver’s Room	Meals: Taken with Family	Taken without Family	Nanny’s Choice

Additional comments to assist with referral : (Optional)

How did you hear about us?

- | | |
|--|----------------------------|
| Web Engine Search (Google, Yahoo, etc) | allbestnannies.com website |
| Friend/Family | procareagency.com website |
| Previous Client | |
| Other | |

REFERRAL PROCEDURES

1. After we receive your request for nanny, we will contact you to confirm that we have activated your search and answer any questions you may have.
2. We will contact you as pre-selected nanny candidates become available for the interview and we will provide an overview of the applicant’s profile.
3. Telephone numbers for the applicant’s references will be made available to you after you interview her and