

MINDING MULTIPLES

APPLICATION FORM

TEMP OR PERMANENT NANNY

Mailing Address: 3633 North 3rd Ave. #2085, Phoenix, AZ., 85013
BUSINESS PHONE: 602-274-1990
BUSINESS FACSIMILE: 602-266-9787

Family Information		
Family Last Name:	Home Phone:	
Resident Address:	City:	Zip:
Major Cross Streets:	Email Address to email nanny profiles to:	

Mother's Name:		Cell Phone:	
Mother's Work Place:	Occupation:	Work #:	Fax #:
Work Address:		City:	Zip:

Father's Name:		Cell Phone:	
Father's Work Place:	Occupation:	Work #:	Fax #:
Work Address:		City:	Zip:

Children					
Child's Name	Age	Boy / Girl	Date of Birth	Activities	Personality (Energetic, Shy...)

Do you currently have a nanny that you are replacing? Are we able to call the home during the day?

Are any Children taking Medications or under Serious Medical Care (allergies?):

"Industry Standard" For vacation/sick/personal is 10 days per year for a Full-Time nanny. The family decides if they want to offer this after **3 months, 6 months, or 9 months** of employment. **(Please circle when you will be offering benefits)** Major Holiday's paid off; IRS Code for gas mileage reimbursement is 44.5cents if they are taking the children in the nanny vehicle. Some families offer birthday paid off and the day after Thanksgiving as an extra perk. **Health Insurance:** Knowing how important it is for you to have a healthy nanny you may wish to negotiate this during the interview process. **Part-Time nannies are normally offered half of the above benefits and are ultimately your decision.**

Nanny Criteria	
Live-In or Live-Out:	Full-Time or Part Time: Undecided Schedule but Mostly Wanting:
<u>Days and Times</u> Nanny Needed:	Major Holidays Paid Off? Yes or No Start Date:
Paid vacation days	Paid Sick Days
Hourly Rate	Do you require a Non-Smoker?
\$ Hourly Rate	Will there be a stay at home parent?
For Live-In Nannies, Please describe the Living Quarters:	

Will Driving be Required:

Will a Car be Provided:

Would you be willing to contribute towards health insurance? If so, Amount?

Family Information:

Describe your Family's Lifestyle (Formal, Casual, Fast pace...)

What kind of Child Care are you Currently Using:

Are there any Pets in the House (if so, please list them):

Do you have a swimming pool? If so, is the door self-closing?

Does anyone in your home smoke? (Inside or Outside)

Are there any weapons in the House? (If so, what kind and are they locked up?)

Would you hire a mommy nanny? (Nanny with her own child)

What languages besides English are spoken in the home?

Describe Your Ideal Nanny:

Describe a Typical Day for the Nanny:

Nanny Characteristics: Please list important qualities you feel the nanny should possess:

Please describe your family's philosophy on child rearing:

Specify any other Nanny Needs:

- Cooking for Children Grocery Shopping Tutoring Feeding Pets Other
- Children's Laundry Driving Lt. Housekeeping Running Errands Ironing

Please keep in mind that the Nannies first priority is the care and well-being of the children, so we do ask that you try to make other additional Nanny needs as light as possible so as to not cause an overburden on the Nanny caring for your children.

General Information

Are there any hidden cameras in the home currently or in the future?

Are you working with any other agencies? If so, which one(s)?

Our marketing department would like to know how you heard about us.

- PVMOMS
 - International Nanny Association (INA)
 - Phoenix Suns, Arizona Cardinals
 - Referral: (Please list individual's name) _____
 - Internet: (Please circle one) YAHOO GOOGLE AOL MSN
- Key Words Used: _____

Parent Signature: _____ today's Date: _____

Minding Multiples

Family/Agency Agreement

This FAMILY/AGENCY AGREEMENT between _____ (hereinafter "Employer") and Minding Multiples, is entered in to this _____ day of _____, 20____ (the "Effective Date").

PURPOSE OF AGREEMENT

Employer desires to hire an in-home child care provider. (Hereinafter "Nanny") Minding Multiples is a nanny placement agency and desires to assist Employer in recruiting, locating, and qualifying candidates to serve as a Nanny for Employer.

TERMS AND CONDITIONS

A. The parties agree and acknowledge that any Nanny hired by Employer will be an employee of Employer. Minding Multiples will not be a party to any employment agreement or contract between Employer and the Nanny candidates Minding Multiples submits to Employer.

SERVICES PROVIDED BY ALL ABOUT NANNIES

A. Recruiting Services. Minding Multiples agrees to use its best efforts to recruit and qualify Nanny Candidates in a timely manner on behalf of Employer. Minding Multiples will submit candidates' portfolios for Employer to review. Minding Multiples is required to only locate candidates willing to serve as a Nanny based upon the job description provided by Employer, and upon the salary information and geographic locations identified by Employer and Nanny Candidates.

DUTIES OF EMPLOYER

A. Best Efforts and Final Decision. Employer agrees to use best efforts to reach an agreement for in-home child care services with nanny candidates submitted by Minding Multiples. The parties, however, acknowledge that this process is subjective by nature and that the final hiring decision is that of Employer. Employer is responsible for negotiating the terms and conditions of any agreement with the Nanny candidate(s) in accord with the job description provided with Employer's Application. All liability associated with the hiring decision will be assumed by Employer.

B. Verification of Information. Employer will also be responsible for verification of the Nanny candidates' eligibility for employment in the United States as provided by the Immigration and Naturalization Services Form I-9. Minding Multiples will provide I-9 forms as needed by Employer. Employer is responsible for verifying all other information pertinent to Employer's decision to hire or retain the Nanny candidate. While Minding Multiples will make every effort to ensure that information provided about each candidate is complete, neither **MINDING MULTIPLES, NOR THE INVESTIGATORS, CAN FULLY ENSURE THAT THE BACKGROUND INFORMATION AND OTHER RECORDS USED BY MINDING MULTIPLES, ARE ACCURATE OR COMPLETE INFORMATION ABOUT A PARTICULAR CAREGIVER.** Minding Multiples encourages Client to thoroughly review the background information and to interview the potential Nanny candidates to further determine their suitability. Minding Multiples makes no representations or warranties regarding the background information received with regard to the Nanny candidates. Employer is responsible for ensuring the accuracy of the information each Nanny candidate provides.

Hiring Decisions Prior to Receiving Background Information. Minding Multiples encourages Employer to thoroughly review and verify all of the background information it provides to the Employer as well as to interview the potential Nanny candidate. Minding Multiples does not recommend that Employer hire a Nanny candidate prior to receiving any background information. **IF EMPLOYER DECIDES TO HIRE A NANNY CANDIDATE PRIOR TO RECEIVING ANY OF THE BACKGROUND INFORMATION MINDING MULTIPLES PROVIDES TO THE EMPLOYER, EMPLOYER UNDERSTANDS THAT HE OR SHE IS PROCEEDING AT HIS OR HER OWN RISK.**

C. Relationship between Employer and Nanny. Employer and Nanny Candidates have the full and complete authority to negotiate the terms and conditions of child care. Employer and the Nanny candidate must, however, comply with all applicable state laws, rules and regulations. In the event Employer or the Nanny candidate does not comply with any such law, rule or regulation, Employer will indemnify and hold harmless Minding Multiples from any and all claims arising from such noncompliance.

D. Referral of Nanny to Third Parties. Employer agrees that if a Nanny is hired through Minding Multiples, Employer shall be prohibited from recommending that Nanny to other third parties to provide nanny services to those third parties. Employer agrees and understands that a referral by Employer to any third party of a Nanny that has been provided to Employer by Minding Multiples is harmful and damaging to the interests of Minding Multiples. Employer

acknowledges that any such damages for breach of this Section will be difficult if not impossible to calculate in monetary terms, and will be irreparable to Minding Multiples. As such Employer agrees that if Employer breaches this Section, Minding Multiples shall be entitled to damages equal to the amount of fees that referral would have been generated had it gone through Minding Multiples.

E. **Option for Working Interview:** In order for you to feel comfortable with the nanny candidate you might hire, we offer a five (5) day working interview before making a formal offer to the nanny candidate. These 5 days must be used in a ten (10) calendar day period. The nanny is paid his/her hourly rate by the family during this time. If after the working interview you wish to hire the nanny candidate, only the permanent placement fee will be due. If you **DO NOT** officially extend an offer to hire the nanny candidate, our temporary fee of **\$20.00** will be charged for every day the nanny candidate worked in the home.

FEE SCHEDULE

A. **Application Fee.** For hiring a temp nanny there is a \$50 registration fee. There is a \$100 application fee to start your nanny search for a permanent nanny. There is a \$200 application fee to start your Housekeeper, Companion, Personal Assistant, Chef, Nanny Share or live-in Nanny search. There is a \$300 registration fee to start any search for an out of state client.

B. **Referral Fee.** The referral fee for a temp nanny is: \$250 for one month, \$450 for 3 months and \$650 for 6 months. The referral fee is \$850.00 for a full time or part-time live-out nanny. The referral fee is \$1,600.00 for live-in service of any kind for in-state residence, \$3,500.00 for out of state placement of any kind. The referral fee is \$950.00 for a Household Manager, Housekeeper, Companion, Chef or Personal Assistant. The referral fee for “nanny share” is \$1,200.00 (Split 50/50 between the two families.) This fee is due in full before the first day the nanny begins in-home child care services for employer. Failure to pay the referral fee in full by the first day the nanny begins in-home child care services will result in employer forfeiting any and all rights under the Guarantee Period as set forth hereinafter.

INITIAL HERE

C. **Third-Party Referrals.** In the event Employer does not hire or retain the services of a Nanny candidate submitted to Employer by Minding Multiples and Employer refers the Nanny candidate to a third party who hires or retains the services of the candidate within one (1) year after the termination of this Services Agreement, Employer will pay to Minding Multiples the entire placement fee under the same terms and conditions as if Employer had hired or retained the services of the Nanny candidate.

GUARANTEE PERIOD

A. There will be a probationary period for the first Nanny candidate Employer accepts as a result of the services of Minding Multiples, and the term of this period will be three hundred and sixty five (365) days. If Employer discharges the nanny, or if the Nanny quits in either case within the first 365 days of Nannies first day of employment, then Minding Multiples will replace the Nanny one time at no additional charge. If within 365 days you need to replace your nanny, then receiving new nanny portfolios will depend on the “current” nanny pool. Additional advertising and recruitment may be necessary, which may take one to two weeks. Prorated fees for the need of additional replacement services are as follows and will be counted by the date of hire for the originally placed nanny:

- **One Free Replacement for First Nanny Hired, No Time Restraints:** Re-registration fees do apply after one year. Working interview fees for nannies not hired, do apply. Job description must stay the same as the original position placed through Minding Multiples (Nanny). The same location must apply to the replacement nanny (Phoenix and surrounding areas). Excluding live-in nanny, personal assistant, household manager, chef, companion and housekeeper.
- **First 365 Days:** Re-registration fees and working interview fees (for applicants not hired) do apply. First 365 days from date of hire no placement fee to replace personal assistant, household manager, live-in nanny, companion, chef and housekeeper. After one year the replacement fees will be 90 % of the currant agency fees.

B. **Minding Multiples will make only one replacement free of charge under the Guarantee Periods defined above. Should termination of employment occur due to a misrepresentation concerning the duties required of, compensation to or treatment of the nanny applicant or if you refuse to sign a work agreement outlining the nanny’s work hours, pay and duties, this Guarantee Period shall not apply.**

TERM AND TERMINATION

A. Termination. The search for candidates will continue until such time as Employer hires a Nanny from Minding Multiples referral or other sources and terminates automatically at such time. This Agreement can also be terminated by either party in writing with ten (10) days notice.

OTHER TERMS AND CONDITIONS

A. This Agreement contains the entire agreement between the parties. Modifications to this Agreement must be in writing and signed by both parties. This Agreement will be governed by the laws of the State of Arizona. In the event either party files suit to enforce the terms and conditions of this Agreement, the prevailing party is entitled to recover its costs, expenses and reasonable attorneys' fees.

Signature of Parent

Signature of Parent

VISA & MASTERCARD ONLY

NOTE: Our audit department requires this information be completed by the client. This information is faxed to our private fax and is in a secure area.

Credit Card #: _____

Expiration Date _____ 3 or 4 digit code on front or back of card: _____

Billing Address for Credit Card: _____

City, State & Zip: _____

Please print the name as it appears on card: _____

Card Holders Signature: _____ Today's Date: _____

I AGREE TO PAY THE TOTAL ACCORDING TO MY CARD ISSUER'S AGREEMENT.

****NO REFUNDS ARE GRANTED****

You have my authorization to charge my credit card for the following:

- The **NON-REFUNDABLE** registration fee of \$100.00 for Nanny, full time or part time.
- The **NON-REFUNDABLE** registration fee of \$200.00 for Housekeeper, Chef, Nanny Share or live-in Nanny.
- The **NON-REFUNDABLE** registration fee of \$300.00 for any out of state placement and/or out of the United States.
- The final **REFERRAL SERVICE FEE** of \$850.00 (FT or PT Nanny), \$1,200.00 (Nanny Share), \$950.00 Housekeeper, Personal Assistant, Companion, Household Manager or Chef, \$1,600.00 (Live-in any position) or \$3,500.00 (any service placed out of state)

AGENCY FEE'S: The following options are "Unlimited Visits" for a temp nanny.

- o The **NON-REFUNDABLE** registration fee of \$50.00 for a temp Nanny, full time or part time.
- o Calendar Month to Calendar Month \$250.00 (Client pays nanny directly)
- o Up to Three Calendar Months \$450.00 (Client pays nanny directly)
- o Up to Six Calendar Months \$650.00 (Client pays nanny directly)