

CHECK LIST

Please note that the following information needs to be in your file before your materials can be mailed to prospective families.

1. **Your application:** Please keep in mind that the families will get copies of your application, so your handwriting, spelling and punctuation all are important. You do not need to type it; a handwritten copy will be just fine.
2. **A one-page autobiography:** Write or type a brief autobiography of yourself that would help the hiring family know you better. Use a separate sheet of paper. Include such things as a description of your early years, birth order, and family life, as well as your childcare experience.
3. **Two or more photographs:** These can be candid or studio portraits, but photos of you with children are most desirable. However, if you substitute photocopies of pictures, be sure that you send us at least a dozen copies of each photocopy.
4. **Six references:** Please ask the person providing the reference to mail or fax it directly to our office. The individuals providing the references for you should not be relatives. They can be teachers, counselors, or families for whom you have done childcare, former or present employers, religious leaders or family friends. A minimum of three references should be childcare related. Please check back in with your references a week or so after you distribute the reference forms and make sure that they have actually gotten the reference form off to us. If you are applying for our babysitting service we only need four references, two of which need to be child related.
5. **Driving record:** Go to the Department of Motor Vehicles and request a three-year printout of your driving record. This can be faxed directly to us by the DMV. *
6. **Criminal history:** You will need to provide us with a criminal history background check from your state of residence. This is usually provided by your state police, at this time we have the forms available online for Oregon, Washington and Idaho. (Click to download) If you are a resident of an unlisted state just contact your local or state police and ask how to go about getting a criminal history completed. *
7. **Health Summary**
8. **Nanny-Agency Agreement**

Once all of this information is in our files, we will call you to set up an in-person interview or phone interview if you are out of state. We will then begin sending your material out to as many families as possible. We realize that you would like to find a position quickly and we will do our best to help accommodate your needs.

Please keep our office informed regarding your job search as well as new contact information (changed phone numbers ect.) We will keep you updated on the families that we send you out on. Please feel free to call us with any questions!

* The DMV and Criminal History records are the only expense that a candidate is asked to incur. Each document may be obtained for a small fee.