

# OREGON NANNIES L.L.C.

2170 Bedford Way  
Eugene, Oregon 97401  
Phone (541) 343-3755  
Fax (541) 345-9412  
[www.oregonnannies.com](http://www.oregonnannies.com)

Dear Nanny,

We are so glad that you are considering becoming an Oregon Nanny. Over the past 15 years Oregon Nannies has helped hundreds of young women like you discover the personal and financial rewards of being a nanny. We would love to do the same for you.

As a nanny, you will become an integral part of your new family. Your days will be filled with the basic childcare, teaching activities, running errands, picking up children from school, household maintenance, and lots of love. Your family will be depending on you to be there not only to help little ones through their daily routines, but also to instill a sense of responsibility, discipline, and basic values.

At Oregon Nannies, our job is to match responsible families with caring, motivated nannies. To take the first step in this process, please fill out the enclosed application packet and send it back to us as soon as possible. Next, we will work with you to target jobs in which you are interested and set up interviews with potential families. We leave you the freedom to negotiate your own salary, benefits and schedule; and we will help you write your own job description and contract.

Oregon Nannies is committed to the concept that the nanny should not incur any expenses in the process of getting a job. This means that your family pays for all of your transportation costs including interviews and that your family may not take any part of your salary to pay the agency fee.

Once you have settled into your new job we will put you in touch with other nannies from Oregon who have been placed in your area. Throughout your stay, we will keep in contact with you and your family.

Oregon Nannies looks forward to hearing from you. Should you have questions regarding our application process or the particulars in becoming child care professional, please do not hesitate to call us at (541) 343-3755. Congratulations on your decision to join our wonderful family of nannies!

Sincerely,

Oregon Nannies

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## Nanny-Agency Agreement

1. The nanny wishes Oregon Nannies, L.L.C. to assist in securing a position with a client family as a childcare provider.
2. The nanny attests that answers to all questions posed on applications or interviews are true and complete, and that all background, character and employment information relevant to an in-home childcare position, whether or not addressed during the application and/or interview process, has been fully and truthfully disclosed by the nanny.
3. The nanny authorizes Oregon Nannies, LLC. To conduct all background and reference checks necessary for the agency to provide the employer with a complete and accurate application and authorizes the agency to supply the employer with all information gathered regarding the nanny's suitability.
4. The nanny is not responsible for the payment of the fee to this agency. The family may not withhold any part of his/her salary to pay for this fee. The client family is responsible for the transportation costs to the job and return transportation costs at the end of the one-year contract. The nanny will be responsible for the return transportation costs if she leaves the position prior to the end of the agreed upon commitment.
5. The nanny agrees to inform the agency of any employment agreement entered into between the nanny and the employer. The employer cannot prohibit the nanny from disclosing this information to the agency.
6. The nanny holds Oregon Nannies, L.L.C. harmless for any breaches of the employment agreement entered into between the nanny and the employer. All employment understanding and agreements are solely between the nanny and the employer. Oregon Nannies, L.L.C. is not a part of the employment agreement entered into between the nanny and the employer. The client family is solely responsible for paying the nanny, including appropriate payroll taxes.
7. *The nanny agrees to commence neither employment nor residency until the employer pays all fees to Oregon Nannies, L.L.C. The agency will inform the nanny when employment and residency may be commenced.*
8. Although Oregon Nannies, L.L.C. will make an effort to place each nanny who qualifies with us, we cannot guarantee that the agency will be able to place any particular nanny.

\_\_\_\_\_  
Nanny Signature

\_\_\_\_\_  
Date

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## Application for live In/Out Nanny Positions

Name \_\_\_\_\_ Date \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ SS# \_\_\_\_\_

Answers to the following are optional, but all applicants must be at least 18 years of age with a valid driver's license

Place of Birth \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Parents Names \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Please Check: Live In \_\_\_\_\_ Live Out \_\_\_\_\_ Local \_\_\_\_\_ West Coast \_\_\_\_\_

East Coast \_\_\_\_\_ Summer \_\_\_\_\_ Year Round \_\_\_\_\_ Other \_\_\_\_\_

Date you would like your placement to begin \_\_\_\_\_

Please rate yourself: A=Excellent, B=Good, C=Fair, D=Poor, F=Not at all so

Honest \_\_\_\_\_ Patient \_\_\_\_\_ Responsible \_\_\_\_\_

Confident \_\_\_\_\_ Flexible \_\_\_\_\_ Organized \_\_\_\_\_

Friendly \_\_\_\_\_ Considerate \_\_\_\_\_ Self Starter \_\_\_\_\_

Poised \_\_\_\_\_ Creative \_\_\_\_\_ Follow Through \_\_\_\_\_

Cheerful \_\_\_\_\_ Resourceful \_\_\_\_\_ Stable \_\_\_\_\_

Affectionate \_\_\_\_\_ Energetic \_\_\_\_\_ Independent \_\_\_\_\_

Dependable \_\_\_\_\_ Mature \_\_\_\_\_ Conscientious \_\_\_\_\_

Neat \_\_\_\_\_ Reliable \_\_\_\_\_ Athletic \_\_\_\_\_

Briefly Describe Your Personality \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please write a brief autobiography that would help hiring families to know you better. Use a separate sheet of paper. Include such things as a description of your early years, family life, extracurricular activities, and all childcare experience.

## Education

School Attended	Dates Attended	Degree	Major/Graduated
High School _____			
Colleges/Graduate School _____			
Other _____			

## Safety

Swimming Skill \_\_\_\_\_ Trained in Life Saving \_\_\_\_\_ CPR \_\_\_\_\_  
First Aid \_\_\_\_\_ Heimlich Maneuver \_\_\_\_\_ Other \_\_\_\_\_

What would you do if you discovered a two year old playing with an open container of pills that is partially empty? \_\_\_\_\_  
\_\_\_\_\_

If a six year old fell off of his bike and was unconscious, how would your respond? \_\_\_\_\_  
\_\_\_\_\_

What steps would you take with a three month old who is crying and cannot be comforted?  
\_\_\_\_\_  
\_\_\_\_\_

If you are in charge of two children at the park, and one has to use the bathroom, what will you do? \_\_\_\_\_  
\_\_\_\_\_

## Driving

One of your responsibilities as a nanny will be operating the family car. You will be asked to drive children to sports, activities, school, and shopping. The children's safety is to be your first priority.

Driver's License# \_\_\_\_\_ State Issued \_\_\_\_\_ I can drive \_\_\_\_\_ Manual \_\_\_\_\_

Automatic \_\_\_\_\_ Suburban or large vehicle \_\_\_\_\_

Have you ever received a traffic violation, other than parking? \_\_\_\_\_  
\_\_\_\_\_

Have you ever had a car accident? Explain \_\_\_\_\_  
\_\_\_\_\_

What kind of experience do you have driving in heavy traffic? \_\_\_\_\_  
\_\_\_\_\_

## Childcare Employment

Please start with your most recent childcare position including babysitting

Dates: From - To      Employer      Telephone      Position      Reason you left

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## Other Employment

Dates: From - To      Employer      Telephone      Position      Reason you left

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Please list any child related courses you have taken (include Development) \_\_\_\_\_

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Hobbies, Activities, Awards, Honors, Volunteer Work \_\_\_\_\_

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Do you have any special skills or talents that you would like to share? \_\_\_\_\_

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Childcare responsibilities will vary from household to household as the children's ages and child rearing philosophies will vary. Responsibilities run from caring for infants and toddlers to tutoring adolescents.

Please describe your discipline philosophy, including dealing with a difficult child, and how you might reward a child for good behavior \_\_\_\_\_

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How would you define child abuse? \_\_\_\_\_

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Please check all that apply

Do you have experience with: children with behavior problems  gifted children   
children with learning disabilities  adolescents   
newborn babies  toddlers

What ages are you most comfortable caring for and why? \_\_\_\_\_

If you do not have previous experience with a newborn, are you willing to learn? \_\_\_\_\_  
Do you have any religious preferences or practices that might affect your ability to work?  
Explain \_\_\_\_\_ Will you work on a Sunday? \_\_\_\_\_

As an Oregon Nanny you will be placed with the understanding that light housekeeping is part of the job description of being a nanny.

Traditionally these duties have included keeping children's bedrooms and play areas clean, preparing children's meals and cleaning up after meals, doing the children's laundry, loading and unloading dishwasher, cleaning messes off floors, and running occasional errands.

I am willing to: help with family laundry  help with family meals   
help with pet care  assume other responsibilities

Comments \_\_\_\_\_

What kinds of food are you able to make/enjoy making? \_\_\_\_\_

Are you allergic to any domestic pets or have any discomfort around animals? \_\_\_\_\_

Do you smoke? \_\_\_\_\_ Could you live with smokers? \_\_\_\_\_  
Do you have allergies? If yes, what kind? \_\_\_\_\_

How much and how often do you drink alcoholic beverages? \_\_\_\_\_

Have you ever used illegal drugs? \_\_\_\_\_

Have you ever been treated for a drug or alcohol problem? \_\_\_\_\_

Have you ever been treated for an eating disorder? \_\_\_\_\_

Have you ever lived away from home? \_\_\_\_\_ For how long? \_\_\_\_\_

Do you have any problems with homesickness? \_\_\_\_\_

Do you have any attachments that will make it difficult for you to leave home? \_\_\_\_\_

Please tell us why you are interested in being a nanny \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What types of activities do you enjoy doing with children? \_\_\_\_\_  
\_\_\_\_\_

Do you wish to be included in family dinners, outings, and weekends? \_\_\_\_\_  
\_\_\_\_\_

What are your long-range career goals? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## References

Please list at least six references (non-related and preferably teachers, religious leaders, employers, and parents for whom you have worked as a babysitter). At least three should be childcare related.

	Reference Name	Telephone Number	Relationship to you
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

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2170 Bedford Way, Eugene, OR 97401  
Fax to: 541-345-9412 Phone: 541-343-3755

Nanny's Name \_\_\_\_\_ Date \_\_\_\_\_

Reference Name \_\_\_\_\_

Reference Phone (Days) \_\_\_\_\_ (Eves) \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

How are you acquainted with him/her? \_\_\_\_\_

## Childcare

Have you ever seen the applicant work with children? \_\_\_\_\_

Whose children and how old at the time? \_\_\_\_\_

Did the applicant actively participate with the children (i.e. read, play games, plan activities)

Always \_\_\_ usually \_\_\_ at times \_\_\_

What was him/her mode of discipline? \_\_\_\_\_

Did he/she care for the children overnight? \_\_\_\_\_ How often? \_\_\_\_\_

Could he/she maintain control without being threatening? \_\_\_\_\_

Did he/she relate well to the children? Was he/she sensitive to their developmental needs? \_\_\_\_\_

Did he/she clean up after self and children? \_\_\_\_\_

For what household tasks was he/she responsible for? \_\_\_\_\_

## General

How would you describe him/her to someone who had not met him/her? \_\_\_\_\_

Do you feel the applicant could improve in some areas? \_\_\_\_\_

Does he/she smoke? \_\_\_\_\_ Any problems with drugs or alcohol? \_\_\_\_\_

Does he/she take direction well? \_\_\_\_\_

Does he/she dress appropriately? \_\_\_\_\_

Did he/she miss much work due to illness or other reasons? \_\_\_\_\_

Would you rehire him/her? \_\_\_\_\_

Please rate the applicant:	A=Excellent	B=Good	C=Fair	D=Poor F=Not Acceptable
Honest _____	Patient _____	Responsible _____		
Confident _____	Flexible _____	Organized _____		
Friendly _____	Considerate _____	Self Starter _____		
Poised _____	Creative _____	Follow Through _____		
Cheerful _____	Resourceful _____	Stable _____		
Affectionate _____	Energetic _____	Independent _____		
Dependable _____	Mature _____	Conscientious _____		

Additional comments \_\_\_\_\_

Reference signature \_\_\_\_\_

Verified by O.N.I. \_\_\_\_\_ Date \_\_\_\_\_

O.N. Comments \_\_\_\_\_

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## 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.

## **Preparing For Your Interview at Oregon Nannies, Inc.**

After we have received your application we will be calling you for an interview. It is important that you dress appropriately since we may ask you to do a short video tape after your interview. A casual blazer, or sweater in a pastel or complimentary color is appropriate. Slacks, a skirt that falls below the knee, or even dressy jeans are fine. Please avoid white blouses, navy, or black clothing, and limit jewelry as it is very distracting. Eye make-up comes across as very dark, so please be conservative.

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Our phone number is: 541-343-3755.