

*Select Nannies Inc.*

***FAMILY APPLICATION AND AGREEMENT***

***PERSONAL INFORMATION ABOUT FAMILY***

Employer's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Current Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ Prov.: \_\_\_\_\_

Postal Code: \_\_\_\_\_ How long have you lived at this address? \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Employer / Company: \_\_\_\_\_

Spouse's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Phone # (if different): \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Best time to contact you: \_\_\_\_\_

***CHILDREN INFORMATION***

|    | <i>NAME</i> | <i>SEX</i> | <i>AGE</i> | <i>INTERESTS / SPECIAL CARE REQUIREMENTS</i> |
|----|-------------|------------|------------|--|
| 1. | _____       | _____      | _____      | _____  |
| 2. | _____       | _____      | _____      | _____  |
| 3. | _____       | _____      | _____      | _____  |
| 4. | _____       | _____      | _____      | _____  |

Are you expecting? \_\_\_\_\_ If yes, when is your due date? \_\_\_\_\_

***FAMILY INFORMATION***

Number of adults in the household: \_\_\_\_\_ Other hired Domestic Help: \_\_\_\_\_

Mother's Profession: \_\_\_\_\_ Is she working outside of her home? \_\_\_\_\_

Father's Profession: \_\_\_\_\_ Is he working outside of his home? \_\_\_\_\_

Is English the primary language spoken in the home? \_\_\_\_\_ Other languages spoken: \_\_\_\_\_

Please, indicate your family's interests and hobbies: \_\_\_\_\_

\_\_\_\_\_

### **POSITION REQUIREMENTS**

Schedule of hours: \_\_\_\_\_

Will there be overtime (over 44 hours per week)? \_\_\_\_\_

Starting Date: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Do you require that the Caregiver has a valid Driver's License? \_\_\_\_\_ Own car? \_\_\_\_\_

Special skills required (i.e. swimming, etc.): \_\_\_\_\_

Do you prefer a Female? \_\_\_\_\_ A Male? \_\_\_\_\_ No preference: \_\_\_\_\_

Indicate if you have a preference of Nationality(ies): \_\_\_\_\_

### **CAREGIVER'S DUTIES AND RESPONSIBILITIES**

In addition to childcare, the Caregiver will be expected to:

Perform light housekeeping     Full housekeeping     Do family laundry     Run errands

Drive children to school     Prepare meals for the family     Children's meals only     Pet care

Other: \_\_\_\_\_

### **HOME INFORMATION**

List Pets, if any: \_\_\_\_\_

Does anyone smoke in the house? \_\_\_\_\_ Will the Caregiver be allowed visitors? \_\_\_\_\_

Will a car be provided? \_\_\_\_\_ Will a car be available for Caregiver's personal use? \_\_\_\_\_

Will the Caregiver have:

Private Bedroom     Private Bathroom     Own TV     Cable     Own Phone     Other: \_\_\_\_\_

Will the Caregiver have to pay for her long-distance calls? \_\_\_\_\_ Will a bicycle be provided? \_\_\_\_\_

Location of Home:     Rural     Quiet Residential     Busy Residential     Main Road

Description of Home:    Number of Bedrooms: \_\_\_\_\_    Number of Bathrooms: \_\_\_\_\_

Other Rooms: \_\_\_\_\_

### **QUESTIONS**

4. How did you hear about our agency? \_\_\_\_\_

5. Please, share any comments that you think would be helpful to us: \_\_\_\_\_

**EMPLOYER AGREEMENT WITH SELECT NANNIES Inc.**

1.1 This Agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year) between **Select Nannies Inc.** (henceforth referred to as **SNI**) and \_\_\_\_\_ (Name of Employer) of \_\_\_\_\_ (city).

SNI and the Employer agree as follows:

**Roles and Responsibilities of SNI and the Employer**

2.1 SNI will make its best efforts to recruit Caregivers and ensure that they meet the criteria required by Immigration in order to be approved for the Live-in Caregiver Program. SNI encourages the Employer to review the Caregiver's file and to take whatever steps necessary to verify the Caregiver's credentials.

2.2 The Employer is aware that although SNI assists the Employer in referring a Caregiver to work in the Employer's home, SNI cannot predict the candidate's future behavior, actions or performance and only the Employer can assess the Caregiver's competence and appropriateness for the Employer's position. The Employer also understands that he/she takes full responsibility for the decisions to hire and to continue to employ the Caregiver and that the role of SNI is limited to supplying Caregivers for the Employer's consideration. The Employer shall, at all times, have the right to refuse hiring any candidate being considered during the referral process.

**Assistance with Placement, including the Work Contract**

3.1 Upon request of the Employer, SNI will facilitate the discussions between the Employer and the Caregiver concerning employment terms. These discussions may include, but are not limited to, the topics of wages, work schedule, duties, benefits, house rules and other matters that might be contained in a Work Contract between the Employer and the Caregiver. SNI Placement Fee includes assistance with developing the customized Work Contract.

**Fees**

4.1 The total Placement Fee is **\$1,400** Canadian Dollars, payable in 2 installments; however, there is no initial charge for an Employer to register with SNI. Once the Employer has selected a Caregiver, and SNI agent prepares the paperwork for Service Canada on the Employer's behalf, the Employer will need to submit an initial non-refundable payment of **\$650** in order that SNI starts processing the documents with the Human Resource office.

The remaining portion of **\$750** is payable by the Employer upon the Caregiver's arrival to the Employer's home.

**Guarantees**

5.1 After a match has been made, and the Family or the Caregiver feels that the relationship is not working out, we will replace **one** Caregiver free of charge **within the first six months**.

There are no additional charges to replace **one** Applicant within the first six months of placement. Each additional Placement Fee is reduced by 25% off the total Placement Fee.

**SHOULD TERMINATION OF EMPLOYMENT OCCUR BY REASON OF MISDESCRIPTION OR MISREPRESENTATION CONCERNING THE DUTIES, WAGES OR TREATMENT OF THE APPLICANT OR IF YOU REFUSE TO SIGN A**

**WORK AGREEMENT OUTLINING THE APPLICANT'S WORK HOURS, PAY AND DUTIES, THIS 'REPLACE AT NO COST' CLAUSE IS VOID AND WILL BE CONSIDERED A BREACH OF CONTRACT BY THE EMPLOYER.**

**Withholding of Taxes**

6.1 SNI assumes no responsibility for the payment or withholding of any taxes or deductions required by law, arising from the Caregiver's employment in the Employer's home.

**Private Agreements**

7.1 The Employer shall refrain from making any private agreement with the Applicant or from taking any action which is inconsistent with this agreement or which has the effect of avoiding any of the Employer's obligations hereunder. Such private agreements and actions include, but are not limited to, actions which would enable the Employer or any other person to avoid payment of the Placement Fees due to SNI, as, for example, if the Employer gives the name of one of our Caregivers to another person who subsequently employs the Caregiver.

**By signing this, I hereby certify that the information provided on the above Employer Application form is true, and that I agree to the terms set forth in the Employer Agreement. I agree to release and promise to hold SNI harmless for any act of the Caregiver.**

**I have read and understand all of the foregoing statements in this contract and confirm my agreement by signing my signature below:**

**Signature of Employer:**

**Date:** \_\_\_\_\_

Please, mail or fax to:

**Select Nannies Inc.  
7516 Mountain Road  
Niagara Falls, Ontario, L2N 4H3**

**Phone Number: (905) 327-4000, Fax Number: (866) 623-3983**

**E-mail: [eva@selectnannies.ca](mailto:eva@selectnannies.ca)**

**Website: [www.selectnannies.ca](http://www.selectnannies.ca)**