

Grapevine Placement Agency

Mail: 1370 Trancas St. Box 110 ☞ Napa, CA 94558

Phone: (707) 256-3555 (415) 453-9355 ☞ Fax: (707) 256-3455

www.GrapevinePlacementAgency.com ☞ Info@GrapevinePlacementAgency.com

FAMILY PLACEMENT APPLICATION

Parent/Guardian: _____
 First Middle Last

Occupation: _____ E-mail Address: _____

Work Phone: _____ Cell Phone: _____

Parent/Guardian: _____
 First Middle Last

Occupation: _____ E-mail Address: _____

Work Phone: _____ Cell Phone: _____

Home Address: _____

City, State, Zip: _____

Mailing Address: _____

City, State, Zip: _____

Home Phone: _____ Fax: _____

Please check your needs: Nanny Household Manager Personal Assistant Housekeeper Chef
Full-Time Live-Out Full-Time Live-In Part-Time Temporary
On-Call Services (Back-up Childcare) Overnights/Travel House-sitting Pet-sitting

Dates you need a Candidate: From _____ To _____

Days & Hours Needed: Monday _____ Friday _____
Tuesday _____ Saturday _____
Wednesday _____ Sunday _____
Thursday _____ Other _____

Will your childcare needs change during school vacations and holidays? If so, please explain:

CHILDREN

Child's Name: _____
 First Middle Last
Age: _____ DOB: _____/_____/_____ Gender: Male Female
School Schedule: _____
Personality, i.e., temperaments, likes, dislikes: _____

Special Needs: _____

Child's Name: _____
 First Middle Last
Age: _____ DOB: _____/_____/_____ Gender: Male Female
School Schedule: _____
Personality, i.e., temperaments, likes, dislikes: _____

Special Needs: _____

Child's Name: _____
 First Middle Last
Age: _____ DOB: _____/_____/_____ Gender: Male Female
School Schedule: _____
Personality, i.e., temperaments, likes, dislikes: _____

Special Needs: _____

Child's Name: _____
 First Middle Last
Age: _____ DOB: _____/_____/_____ Gender: Male Female
School Schedule: _____
Personality, i.e., temperaments, likes, dislikes: _____

Special Needs: _____

Child's Name: _____
 First Middle Last
Age: _____ DOB: _____/_____/_____ Gender: Male Female
School Schedule: _____
Personality, i.e., temperaments, likes, dislikes: _____

Special Needs: _____

CANDIDATE

Have you had In-home staffing before? Yes No

Is it ok if the Candidate brings his/her children to work at times? Yes No

Does your Candidate need to speak fluent English? Yes No

Will the Candidate be required to drive as part of his/her job? Yes No

To School To Activities To Friends' Homes

From School From Activities From Friends' Homes

Please describe: _____

Is it essential that your Candidate bring his/her vehicle to the job? Yes No

Is there a vehicle available for the Candidate to use during his/her work hours? Yes No

If yes, what restrictions and responsibilities will you expect of your Candidate?

If the Candidate brings his/her own vehicle, how do you plan to reimburse him/her for insurance or gas if she uses it for errands and car pools? _____

Please describe what your Candidate's primary responsibilities to be? _____

What characteristics are you looking for in a Candidate? _____

Are there any characteristics that you would like to avoid in a Candidate? _____

Please indicate any additional comments, concerns, or special situations or needs: _____

PAY RANGE

Wages on an Hourly Basis:

\$12-\$14 \$14-\$16 \$16-\$18 \$18-\$20 \$20-\$25 \$25-\$30 Other _____

Wages per Week:

\$200-\$300 \$300-\$400 \$400-\$500 \$500-\$600 \$600-\$700 \$700-\$800 \$800-\$1000 Other _____

How often will the Candidate be paid? Daily Weekly Bi-weekly Monthly

BENEFITS Please indicate any benefits you will offer your Candidate: Medical Dental Vacation Sick Leave

Please describe any other benefits you will offer your Candidate: _____

HOUSEHOLD

What is your philosophy regarding discipline? _____

Who, in addition to parents and children, lives in your home? _____

What types of pets do you have in your home? _____

Are the animals: Indoor Outdoor Indoor

Will the Candidate be responsible for the animal's care? Yes No

Does someone in the household have allergies or sensitivity to odors, perfumes, etc.? Yes No

If yes, please list _____

Do you have a swimming pool? Yes No If yes, is it gated? Yes No

Do you have a regular housekeeper or cleaning person? If not, who will clean?

Will your Candidate be required to do housework?

Children's Rooms Family or Children's Laundry Vacuuming Dusting Master Bedroom Mopping

Bathrooms Loading & Unloading Dishwasher Errands Shopping Pet Care

Other: _____

Will your Candidate be responsible for cooking meals? Breakfast Lunch Dinner Snacks

Do you follow any dietary practice to which you would like a Candidate to adhere? If so, please describe your requirements: _____

Please note any special circumstances that may affect your family of the position you offer. Please be honest:

What makes the job you are offering unique, interesting, and especially appealing?

REFERENCES

Please list any in-home staffing you have previously employed:

Name: _____

Phone: _____ Dates Employed: ____/____/____ to ____/____/____

Reason for leaving: _____

Name: _____

Phone: _____ Dates Employed: ____/____/____ to ____/____/____

Reason for leaving: _____

Name: _____

Phone: _____ Dates Employed: ____/____/____ to ____/____/____

Reason for leaving: _____

Personal References:

Name: _____

Relationship: _____ Years Known: _____

Occupation: _____ Phone: _____

Name: _____

Relationship: _____ Years Known: _____

Occupation: _____ Phone: _____

Name: _____

Relationship: _____ Years Known: _____

Occupation: _____ Phone: _____

Grapevine Placement Agency was recommended to you by:

I am a previous Client Advertisement Newspaper Internet

Friend: _____ Other _____

Thank you for applying with Grapevine Placement Agency. We appreciate your business and look forward in working with you! Please remit the Application and your signed and dated Employer and Agency Agreement by fax to: (707) 256-3455 or to the following mailing address:

Grapevine Placement Agency
1370 Trancas Street, Box 110
Napa, CA 94558

The completion of this application does not guarantee the placement of a candidate with any specific employer. We accept candidates based on merit and experience. We do not take into consideration race, religion, gender or any other issue that does not directly pertain to skills required to perform the work of a professional candidate.

Signature

Date

Signature

Date