

## Loving Nannies Work Offer and Agreement

Thank you for interviewing for employment with our family. We enjoyed meeting you and wish to extend the following employment offer to you. Please review the terms and let us know if you accept this offer or have any questions.

## **Family Information**

Full Name:	Mr. and/or Mrs.							
Day Phone:		Eve Phone:			_ Fax:			
Home Address:								
City:			State:		Zip:			
			1	Se	ex			
Employee I	nformation							
Full Name:								
Day Phone:		Eve Phone:			_ Fax:			
Home Address:								
Job Details	s and Description							
What type of	domestic help does our family need? (Circle one or more):	Nanny   Housekee	per   Mot	her's Helper   F	lousehold	Manager   e	elderca	re
Livin	g Arrangements (Circle one) :	Live –in   Live-ou	<u>ut</u>	Traveling:	No   S	ometimes	reg	ularly
Will you requir	e they have a drivers license?	YES   NO		Driving Kids:	YES	NO		
Will you red	quire they have their own car?	YES   NO		Shopping and errand duty?	YES	NO		
What is the	e soonest possible start date?							

## Your Family Name Your Address – Your City, State & Zip Your Phone # Your Fax #

part / full - M-F; 7AM-5PM, + Sat 9AM-12AM)?						
Salary or Hourly Wage Offered	\$ / hour / week / month					
Vacation days offered	One week paid vacation per six month employed term. Timing and scheduling to be mutually agreed by employer and employee.					
Holidays	You will receive paid holidays days no less than 6 days per calendar year. These paid holidays will be on: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. In the event you are able to work on a scheduled holiday, and we want you to work, we may offer to trade one day off for another.					
What additional child care related responsibilities will you require?	Children's laundry   preparation of meals   bottles   homework   maintaining rooms   administering medication   bathing   outings   other					
Other responsibilities?						
Please write any special requirements or notes that will more clearly describe this position:						



## **Agreement**

- 1. Upon your acceptance of this offer, you understand that you will become a household employee and will be on the books and we will be taking out taxes accordingly.
- 2. Your performance will be reviewed at least every 60 days and sometimes more often if necessary. Upon satisfactory review, no raise or salary increase is implied or promised.
- 3. You will be privy to a great deal of personal, private, and many times confidential information being in and around our home. You expressly agree to maintain total and complete confidentiality regarding all aspects of our family's information, happenings, events, problems, financial information, personal matters, and anything else that does not directly relate to your general employment requirements. No breach of information or disclosure to anyone for any reason will ever be tolerated. If you are not sure whether some particular information would be private or not, please ask and do not disclose anything without consent to do so. Failure to maintain confidentiality will result in immediate termination.
- 4. Termination of employment by employer without cause will constitute a two week paid severance. If your employment is terminated <u>with</u> cause, no severance will apply. If you wish to terminate your employment for any reason, you agree to give no less than two weeks notice, however, we would prefer as much as four weeks if possible.

Date:	Nanny Signature:	

By signing above you are acknowledging that you have read and understand the terms of this agreement.