



Personal Assistant Application

The Nanny League, Inc. considers applicants without regard to actual or perceived race, creed, color, gender, pregnancy or related conditions, age, national origin, disability, medical condition, marital and veteran status, religion, sexual orientation, or on any other characteristic protected by federal, state or local laws.

PERSONAL INFORMATION

Date of Application _____

Name _____

Date of Birth ___/___/___

Prior Name(s) (if any) _____

Street Address _____ City _____ State _____ Zip _____

Home Phone () _____ Cell Phone () _____

Work Phone () _____ Fax # () _____

E-Mail Address _____

Do you have a legal right to work in the United States? Yes No

Do you have a Driver's License? Yes No State _____ License # _____

Is your Driver's License in good standing? Yes No

Do you have a car? Yes No Make _____ Model _____ Color _____ Yr. _____

State _____ License Plate _____

Do you have car insurance? Yes No Insurance Co. _____ Policy # _____

Have you been in a car accident? Yes No If yes, please explain _____

If yes, were you at fault in such accident? Yes No

Are you comfortable working with children? Yes No

If so, please describe your experience. (*work environment and age range of children*)

_____/_____/_____

_____/_____/_____

_____/_____/_____

_____/_____/_____

Have you ever been terminated or forced to resign from any employment? Yes No

If yes, please explain:

JOB INTERESTS

How did you hear about The Nanny League, Inc.? _____

Have you worked or are you currently working with another agency? Yes No

If yes, which agency (ies)? _____

What positions are you interested in? (*check all that apply*)

Full -Time (*over 40 hrs/wk*) Part -Time (*under 40 hrs/wk*)

Long -Term (*more than 3 months*) Temporary (*less than 3 months*)

If temporary, list dates of availability _____

What hours are you available to work?

	From:	To:	Total Hours:
Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____
Saturday	_____	_____	_____
Sunday	_____	_____	_____

Date available to start ____/____/____ Expected Salary Range \$_____

EDUCATION

(Include High School, Colleges, Universities, and Degrees Earned)

School	State/City	Dates	Degree Studied	Degree Earned

Please list and describe your extracurricular activities in both high school and college:

What languages do you speak? Conversational_____ Fluent_____

PAID WORK EXPERIENCE

(List most recent reference first)

EMPLOYER 1

Employer____ Date Started /Ended _____
Contact Name _____ May we contact? Yes No
Are you still employed? Yes No Reason for leaving? _____

Home phone () _____ Cell phone () _____
Work phone () _____ E-Mail Address _____
Street Address _____ City _____ State _____ Zip _____

Position/Title _____ Full- Time Part- Time Temp/Summer
Average hrs/wk _____
Job Duties _____

EMPLOYER 2

Employer____ Date Started /Ended _____
Contact Name _____ May we contact? Yes No
Are you still employed? Yes No Reason for leaving? _____

Home phone () _____ Cell phone () _____
Work phone () _____ E-Mail Address _____
Street Address _____ City _____ State _____ Zip _____

Position/Title _____ Full- Time Part- Time Temp/Summer
Job Duties _____

EMPLOYER 3

Employer____ _____ Date Started /Ended _____
Contact Name _____ May we contact? Yes No
Are you still employed? Yes No Reason for leaving? _____

Home phone () _____ Cell phone () _____
Work phone () _____ E-Mail Address _____
Street Address _____ City _____ State _____ Zip _____

Position/Title _____ Full- Time Part- Time Temp/Summer
Job Duties _____

UNPAID WORK EXPERIENCE (Internships, Volunteer Opportunities, Etc.)
(List most recent reference first)

EMPLOYER 1

Employer____ _____ Date Started /Ended _____
Contact Name _____ May we contact? Yes No
Are you still employed? Yes No Reason for leaving? _____

Home phone () _____ Cell phone () _____
Work phone () _____ E-Mail Address _____
Street Address _____ City _____ State _____ Zip _____

Position/Title _____ Full- Time Part- Time Temp/Summer
Job Duties _____

EMPLOYER 2

Employer____ _____ Date Started /Ended _____
Contact Name _____ May we contact? Yes No
Are you still employed? Yes No Reason for leaving? _____

Home phone () _____ Cell phone () _____
Work phone () _____ E-Mail Address _____
Street Address _____ City _____ State _____ Zip _____

Position/Title _____ Full- Time Part- Time Temp/Summer

Job Duties _____

EMPLOYER 3

Employer _____ Date Started /Ended _____

Contact Name _____ May we contact? Yes No

Are you still employed? Yes No Reason for leaving? _____

Home phone () _____ Cell phone () _____

Work phone () _____ E-Mail Address _____

Street Address _____ City _____ State _____ Zip _____

Position/Title _____ Full- Time Part- Time Temp/Summer

Job Duties _____

CHARACTER REFERENCES

(Do not include work references or relatives)

Name	Address, City, State	Phone #
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1	_____	_____
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2	_____	_____
---	-------	-------

3	_____	_____
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Will you agree to NEVER text nor talk on your phone while driving? Yes No

HEALTH INFORMATION

Do you have medical insurance? Yes No

Can you perform the essential functions of a personal assistant position with or without reasonable accommodation? Yes No

Are you willing to provide a fitness for duty certification from your physician certifying that you are able to perform the requirements of the position? Yes No

Do you smoke? Yes No If yes, how often? _____

Do you drink? Yes No If yes, how often? _____

APPLICANT'S STATEMENT

I hereby affirm that I have completed this application personally and that all the information provided in this application (and my accompanying resume, if any) are true and complete, and agree that The Nanny League, Inc. ("TNL") or its representatives may verify any and all such information. I also affirm that I have not intentionally omitted or failed to disclose any requested information that may negatively affect my prospects for working with TNL. I understand that providing any false or misleading information or omitting relevant information may disqualify me from further consideration by TNL and may result in my immediate termination if discovered at a later date by an employer.

I authorize representatives of TNL to conduct a thorough investigation of my past employment and activities, and authorize all references provided in this application, as well as other individuals whom TNL or its representatives may contact, to provide all information they have about me (in each case, unless otherwise required by law, without any notice to me of such disclosure). Furthermore, I agree to cooperate in such investigation, and hereby release TNL, all persons acting on its behalf, and all persons and entities requesting or supplying information to TNL, from any actions, suits, claims, demands, liabilities, damages, costs and expenses (including, without limitation, reasonable attorneys' fees) arising from or in any way relating to this investigation or any information requested or supplied. I agree to execute any other documents necessary to enable TNL to accomplish the aims of this paragraph.

I acknowledge and agree that nothing in this application and nothing in communications between TNL and me during the application and interview process is intended to create an offer of employment or a contract of employment between TNL and me, nor is it intended to create a promise that TNL will work with me as a I search to find a suitable personal assistant position. I further acknowledge that no promises or representations contrary to anything in this application are binding on TNL unless stated in writing and signed by both me and Lindsay Aspell of TNL.

Dated: _____ Applicant Signature: _____

Print Name: _____