



Big Sky Nanny, LLC.
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 406-240-0231
 bigskynanny@gmail.com
 www.bigskynanny.com

Date: _____

Family Application

This application will help us learn more about your family. The information will be used to help us find the best nanny to meet your family's childcare needs. Please feel free to add any specific requirements, comments, information or descriptions regarding the position you are looking to fill. If necessary, attach a separate sheet of paper.

Family Contact Information:

Family Name:		Home Phone:
Street Address:		
City:	State:	Zip:
Parent Name:	Parent Name:	
Relationship to Child(ren):	Relationship to Child(ren):	
Employer/Occupation:	Employer/Occupation:	
Work Phone:	Work Phone:	
Cell Phone:	Cell Phone:	
Email:	Email:	
Fax:	Fax:	
Best way to contact:	Best way to contact:	

Do both parents live at this address? YES NO

If No, please explain and include additional address(es) if necessary: _____

Do you anticipate relocating within the next 12 months? YES NO

If Yes, please explain: _____

When would you like a nanny to start working with your family? _____

How long would you like your nanny to commit for? 3 months 6 months 1 year _____

If seeking a short-term placement, please indicate the dates: Start: _____ End: _____

How did you hear about Big Sky Nanny? _____

I do not want my anonymous job posting to be visible to potential candidates on www.bigskynanny.com or Big Sky Nanny's Facebook page.

Work Schedule, Salary and Benefits:

What days & times would you like your nanny to work?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start:							
End:							
Total Hours:							

Are the hours listed above flexible? _____

Please describe any variations in the above schedule: _____

Approximately how many hours per week do you need a nanny to care for your children? _____

Will your nanny be required to work regular/scheduled: Weekends Evening Overnights

Will your nanny be required to travel with your family? YES NO MAYBE

If Yes, how often? _____

If Yes, when and where do you travel? _____

The nanny will primarily be: home alone with the child(ren) or home with the child(ren) and one or more of the parents.

****All salary and benefit information included here is to just have an idea of where you stand – the actual salary and benefits package will be determined between your family and the nanny you choose when the placement is made and you fill out the Family/Nanny contract.**

What is the Salary Range you are able to pay your nanny (depending on experience and qualifications)? Between \$_____ and \$_____ per hour OR between \$_____ and \$_____ per week.

Will you provide health insurance? YES NO

If no, will you consider paying a dollar or percentage amount toward health insurance? YES NO

If yes, what amount (in addition to salary)? \$_____ or _____ % per month.

Please mark each option you will offer or consider offering as part of your nanny's benefit package:

- Paid Holidays- If yes, check all that apply: New Year's Day Labor Day Memorial Day Independence Day
 Thanksgiving Christmas Martin Luther King Day President's Day Columbus Day Veteran's Day
 Nanny's Birthday Others: _____

Paid Vacation - If Yes, _____ days per year.

Paid Sick Days - If Yes, _____ days per year.

Payment help for educational courses

Will your nanny receive regular wages while family is on vacation or when his/her services are not required? YES NO Will you offer any additional benefits (Gym membership, Country Club, bonuses, etc.)? _____

Will you be withholding taxes from your nanny's paycheck? YES NO

The Children:

Children's Names (First and Last)	Gender	Date of Birth	Year in School
		/ /	
		/ /	
		/ /	
		/ /	
		/ /	

If expecting, what is the expected due date? _____

What is the Sex? Boy Girl Don't Know

Do you plan on having more children? YES NO UNSURE

If yes, approximately when? _____

Do any of your children have special needs? YES NO

If Yes, please explain: _____

Do any of your children have health considerations or allergies? YES NO

If Yes, please explain: _____

What school(s) do your children attend (include preschool and day care)? _____

Please share your children's interests and hobbies if applicable: _____

Please describe any and all activities your children are involved in: _____

Will your nanny be responsible for managing any of the above activities? YES NO

Please explain: _____

Your Home:

How many bedrooms does your home have? _____

How many bathrooms does your home have? _____

Does your home have a playroom? YES NO

Approximate square footage of your home? _____

How many levels does your home have? _____

Describe your home (Formal, informal/casual, style, location, etc.): _____

Do you have a swimming pool? YES NO If Yes, is it fenced? YES NO

Is smoking allowed in your home? YES NO

Is smoking allowed outside of your home, on your property? YES NO

Will you accept a nanny who smokes if they don't smoke around your child(ren) or property (house/car)? YES NO

Describe any other domestic help you employ in your home (housekeepers, gardeners, cooks, personal assistants, etc.):

Please tell us about any pets you have:

Type	Name	Age	Indoor	Outdoor	Description

Describe what responsibilities your nanny will have in caring for pet(s):

Your Family:

Please describe your family's leisure time activities and general lifestyle:

What role does religion play in your home?

How do you handle discipline in your home?

What would you like a potential nanny to know about your family?

What types of activities/clubs are you and/or your spouse involved in and how often?

Do any family members smoke? YES NO

Is any child or other member of your household under the care of a physician or mental health professional for any physical, emotional, developmental or behavioral issues? YES NO

If yes, please explain: _____

Have you, or any member of your immediate family been arrested or convicted of any offence other than minor traffic violations? (Including ex-spouses, if applicable) YES NO

If yes, please explain: _____

Are there any possible risks to the health and safety of the nanny inherent in this position? YES NO

Are there any unusual lifestyle patterns which would require open disclosures to Big Sky Nanny and/or the nanny prior to the nanny working for your family? (i.e. marital issues, drug use, emotional, financial, criminal, or civil problems with which your family is coping) YES NO **If yes, please explain during your personal interview.**

Does either parent work from home? YES NO

If yes, do you have a private office space? YES NO

Besides the members of your immediate family, do any other relatives or guests reside in your home on a permanent or occasional basis? YES NO If yes, please explain: _____

Please describe any forms of childcare you have used in the past: _____

Please describe your present childcare arrangements: _____

Describe your family. Please check all that apply and include any others you'd like to add:

<input type="checkbox"/>	Professional	<input type="checkbox"/>	Athletic	<input type="checkbox"/>	T. V. Fans
<input type="checkbox"/>	Organized	<input type="checkbox"/>	Health Oriented	<input type="checkbox"/>	Religious
<input type="checkbox"/>	Neat Home	<input type="checkbox"/>	Active & Fit	<input type="checkbox"/>	Laid Back
<input type="checkbox"/>	Close	<input type="checkbox"/>	Artistic	<input type="checkbox"/>	Formal
<input type="checkbox"/>	Fun	<input type="checkbox"/>	Sensitive	<input type="checkbox"/>	Busy
<input type="checkbox"/>	Strict	<input type="checkbox"/>	Politically Active	<input type="checkbox"/>	Musical
<input type="checkbox"/>	Vegetarian or Vegan	<input type="checkbox"/>	On a Set Routine	<input type="checkbox"/>	Relatives/Friends in and out
<input type="checkbox"/>	TV, Radio, Music on a lot	<input type="checkbox"/>	Chaotic Energy	<input type="checkbox"/>	Scheduled/Planned
<input type="checkbox"/>	Quiet/Relaxed	<input type="checkbox"/>	Calm	<input type="checkbox"/>	Spontaneous
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Please provide any additional information about your family/family situation that Big Sky Nanny should know before beginning your search? _____

Your Expectations and Needs in a Nanny:

I am interested in a nanny who is: (Please check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Live-In | <input type="checkbox"/> Occasional/On-Call Babysitter |
| <input type="checkbox"/> Live-Out | <input type="checkbox"/> Hotel/Vacation Nanny |
| <input type="checkbox"/> Full-Time (over 30 hours/week) | <input type="checkbox"/> Wedding/Special Occasion Nanny |
| <input type="checkbox"/> Part-Time (under 30 hours/week) | <input type="checkbox"/> Newborn Specialist |
| <input type="checkbox"/> Short Term (less than 1 year) | <input type="checkbox"/> After School Nanny |
| <input type="checkbox"/> Long Term (1 year or more) | <input type="checkbox"/> Household Manager/Family Assistant |
| <input type="checkbox"/> Summer Nanny | |

On scale from 1-5, 1 being not very important and 5 being a must, please rate how important these qualifications are to you in a nanny candidate:

- ❖ Experience in Infant Care 1 2 3 4 5
- ❖ Experience in Toddler Care 1 2 3 4 5
- ❖ Experience in School-Aged Care 1 2 3 4 5
- ❖ Experience caring for Children with Special Needs 1 2 3 4 5
- ❖ Experience caring for multiples (twins, triplets, etc.) 1 2 3 4 5
- ❖ Newborn Specialist 1 2 3 4 5
- ❖ Ability to Swim 1 2 3 4 5
- ❖ Lifeguard Certified 1 2 3 4 5
- ❖ Has a valid Driver's License 1 2 3 4 5
- ❖ Able to drive a manual transmission vehicle 1 2 3 4 5
- ❖ Experience caring for a nursing baby 1 2 3 4 5
- ❖ Experience preparing formula for a formula-fed baby 1 2 3 4 5
- ❖ Experience with potty-training 1 2 3 4 5
- ❖ Musical ability 1 2 3 4 5
- ❖ Plays sports/Athletic ability 1 2 3 4 5

Will your nanny be required to transport your child(ren)? YES NO

If yes, how often? _____

Do you require your nanny to have her/his own car? YES NO

Do you require your nanny to transport your child(ren) in her/his own car? YES NO If yes, how is the nanny compensated for work-related driving (insurance, gas mileage reimbursement, depreciation, etc)?

Will you provide your nanny with a car to transport the child(ren) when necessary? YES NO - If yes, an Automatic or Manual Transmission

Would you be willing to hire a nanny who must bring her own child to work with her? YES NO Maybe
If yes or maybe, under what provisions? _____

**note: This can sometimes reduce the nanny's hourly rate*

A nanny is employed primarily to take care of children along with child related housekeeping and tasks. With that in mind, please check all of the job duties you would like your nanny to help you with:

- Children’s Laundry
- Family’s Laundry
- Ironing
- Changing the children’s crib/bed sheets
- Tidying playroom, family room, kids’ rooms, etc after playing
- Tidying the kitchen after use – fill/empty dishwasher, wash dishes, clean up after meals, etc
- Dusting, vacuuming, light housework when needed
- Pet care – feeding, letting inside/outside, walking, etc.
- Running family errands – grocery shopping, post office, etc.
- Transporting children to/from school, activities, etc in Family’s vehicle
- Transporting children to/from school, activities, etc in Nanny’s vehicle
- Cooking meals for the children
- Cooking meals for the family
- Homework Help
- Accompany Family on outings and vacations
- Scheduling appointments (doctor, haircuts, etc) when you request

Please list any other household duties you would like help with from your nanny: _____

How would you like your nanny to address you (first name, family name, etc)? _____

Do you see your nanny as an employee or a member of your family? _____

Please list some qualities that you feel would best describe your ideal nanny: _____

If hiring a part-time nanny, are you willing to allow another family to hire her on a part-time basis or allow her to accept temporary on-call positions through Big Sky Nanny during the hours she is not working for your family? YES NO

Please describe any other requirements, information or comments you may have and the type of person you have in mind (age, experience, education, special training or skills, etc.) that will help us make the most compatible match for you and potential nannies.

Live-In Nanny Information:

This section only needs to be completed by families interested in hiring a live-in nanny.

What accommodations will you be providing for your live-in nanny?

- Private/Separate living quarters from the family
- Private bedroom
- Private bathroom
- Shared bathroom
- Cable TV
- Internet
- Phone Use Long distance included Long distance not included
- Use of a vehicle
 - ❖ If Yes, check all that apply:

<input type="checkbox"/> Automatic	<input type="checkbox"/> Use During Work Hours
<input type="checkbox"/> Manual	<input type="checkbox"/> Use After Work Hours
<input type="checkbox"/> Exclusive Use	<input type="checkbox"/> Use on Weekends/Holidays
<input type="checkbox"/> Share Family Vehicle	

Please describe in detail the accommodations you will provide for your live-in nanny (bedroom size and location, furnishings, etc.):

Would you describe your neighborhood as: City Suburban Rural

Will you accept a nanny who has a pet of her own? YES NO

If yes, which types or pets will you accept? _____

Will you allow your nanny to take a part-time job or course during time off? YES NO

Are you willing to reimburse a portion of a candidate's gasoline costs to and from an interview with your family if they live out of town? YES NO MAYBE

Are you willing to pay for a portion of a candidate's airfare to and from an interview with your family if they live out of state? YES NO MAYBE

Family References:

Please list at least 3 personal references who could speak on behalf of your family's character and who will submit letters or recommendation if necessary, i.e. neighbor, friend, colleague, etc.

Name:	Phone:
Relationship:	How long?
Name:	Phone:
Relationship:	How long?
Name:	Phone:
Relationship:	How long?

Please list any current and/or past child care providers (babysitters, nannies, daycare/preschool teachers, camp counselors, etc.):

Name:	Phone:
Relationship:	How long?
Name:	Phone:
Relationship:	How long?
Name:	Phone:
Relationship:	How long?
Name:	Phone:
Relationship:	How long?

May we contact any/all of your references? YES NO Exceptions? _____

I/We certify that the statements made on this application are correct and complete and that I/We have carefully read and understand Big Sky Nanny's Legal and Financial Agreement and Policies and agree to the terms and conditions.

Printed Name

Signature and Date

Printed Name

Signature and Date

We appreciate the time you have put into this application. It will aid us in finding the best possible nanny for your family. Please return this application along with your signed Client Service Agreement to Big Sky Nanny. You can email the documents to us - **bigskynanny@gmail.com** or print and mail them to **P.O. Box 18243 Missoula, MT 59808**. Please include the consultation fee (payable by check, credit card, or money order) and we will begin processing your application right away! If you have any questions, please don't hesitate to email or call our office - 406-240-0231. Thank you!