

CURRENT EMPLOYMENT (please list your current position and the position immediately prior to that one)

Name and Address	Dates	Position	Ages of Children	Salary	Reason for Leaving
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ARE YOU A QUALIFIED NANNY? _____	NATIONALITY _____
NUMBER OF YEARS EXPERIENCE _____	VALID PASSPORT _____
RELIGION _____	DO YOU HAVE A CRIMINAL RECORD? _____
ARE YOU IN GOOD HEALTH? _____	DO YOU SMOKE? _____
DO YOU HAVE A SPECIAL DIET? _____	KNOWN ALLERGIES _____
DO YOU COOK? _____	DO YOU LIKE ANIMALS? _____
DO YOU DRIVE? _____	HOUSEWORK? _____
CLEAN DRIVING LICENCE? _____	IRONING? _____
DO YOU HAVE YOUR OWN CAR? _____	DO YOU SWIM? _____

NAME (Mr/Mrs/Miss/Ms) _____

ADDRESS _____

POSTCODE _____

AGE _____ D.O.B. _____

TEL. (Work) _____ TEL. (Home) _____

EMAIL _____ MOBILE _____

TYPE OF WORK REQUIRED:

LIVE IN	FULL TIME	NANNY
DAILY	PARTTIME	MOTHER'S HELP
PERMANENT	SHARE	BABYSITTING
TEMPORARY	TAKE OWN CHILD	

NANNY WITH OWN CHILD – DETAILS _____

WIMBLEDON NANNIES

PART TIME AVAILABILITY _____

IF CURRENTLY EMPLOYED, DO THEY KNOW YOUR'E LEAVING? _____

I certify that the above information is true and correct to the best of my knowledge.
I realise that any information given to me regarding potential employers is highly confidential.
I agree to notify Wimbledon Nannies if I obtain a job through the agency or by any other means.

SIGNED: _____

DATE: _____

NAME: _____ (MAIDEN NAME: (where applicable) _____)

WOULD YOU HAPPILY UNDERTAKE TO PROVIDE A COPY OF YOUR POLICE RECORD, IF REQUESTED BY EITHER THIS AGENCY OR A PROSPECTIVE EMPLOYER (at your own cost)? _____

(Application exempt from the provision of the Rehabilitation of Offenders Act, no criminal conviction can be considered spent)

PERSONAL DETAILS:

NATIONAL INSURANCE NO: _____

IF YOU DO NOT HOLD A BRITISH PASSPORT, DO YOU HOLD A VALID WORK PERMIT? _____

PLEASE SUPPLY YOUR PASSPORT NUMBER: _____

PLEASE SUPPLY YOUR WORK PERMIT NUMBER (if applicable) _____

DO YOU HAVE ANY DEPENDANTS? _____ (IF YES, PLEASE GIVE DETAILS: _____)

ARE YOU MARRIED/SINGLE/DIVORCED/LIVING WITH PARTNER?) (please delete)

DO YOU HAVE BROTHERS & SISTERS? _____ AGES: _____

IS THIS YOUR FIRST JOB? _____ HAVE YOU LIVED AWAY FROM HOME BEFORE? _____

DO YOU SPEAK ANY OTHER LANGUAGES?: _____

PLEASE INDICATE LEVEL OF FLUENCY: _____

DO YOU PLAY ANY MUSICAL INSTRUMENTS?: _____

PLEASE INDICATE LEVEL OF ACHIEVEMENT: _____

DID YOU PASS YOUR DRIVING TEST FIRST TIME?: _____

HAVE YOU BEEN DRIVING EVER SINCE PASSING YOUR TEST? _____

PLEASE GIVE BRIEF DETAILS ABOUT YOUR DRIVING HISTORY _____

WHAT ARE YOUR HOBBIES AND INTERESTS: _____

HAVE YOU PROVIDED PROOF OF IDENTITY, QUALIFICATION CERTIFICATES, (INCLUDING FIRST AID), PASSPORT, WORK PERMIT (IF NECESSARY) DRIVING LICENCE AND ANY OTHER RELEVANT DOCUMENTATION? (please list): _____

SECONDARY EDUCATION:

SCHOOL ATTENDED: _____

ADDRESS: _____

CSE/O Level/GCSE's: _____

A' LEVELS: _____

DATE LEFT: _____ AGE ON LEAVING: _____

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FURTHER EDUCATION:

COLLEGE / UNIVERSITY ATTENDED: _____

COURSE STUDIED: _____

QUALIFICATIONS ACHIEVED: _____

DATE LEFT: _____ AGE ON LEAVING: _____

DO YOU HOLD A CURRENT FIRST AID CERTIFICATE? _____ EXPIRY DATE:

DO YOU SUFFER FROM ANY HEALTH PROBLEMS? _____

IS YOUR VISION GOOD IN BOTH EYES (with glasses, if worn)? _____

ARE YOU DISABLED IN ANY WAY? _____

ARE YOU TAKING ANY MEDICATION? _____

DO YOU HAVE ANY CRIMINAL CONVICTIONS? _____

DO YOU HAVE A CURRENT POLICE CHECK? (date issued) _____

IF PARENTS REQUIRE IT, THE SUCCESSFUL CANDIDATE WILL BE ASKED TO APPLY FOR DISCLOSURE – DO YOU CONSENT TO THIS? _____

THE ENHANCED LEVEL DISCLOSURE WILL BE REQUIRED AND YOU WILL BE ASKED TO COMPLETE THE NECESSARY FORM, IF APPLICABLE – DO YOU CONSENT TO THIS? _____

ANY FURTHER INFORMATION ABOUT THE DISCLOSURE SCHEME CAN BE FOUND AT:

www.disclosure.gov.uk

YOUR PARENT'S/GUARDIAN'S ADDRESS (in case of emergencies) _____

ARE YOU HAPPY FOR WIMBLEDON NANNIES TO SEND OUT YOUR CV AND / OR REFERENCES TO A PROSPECTIVE EMPLOYER? _____

HOW DID YOU HEAR ABOUT WIMBLEDON NANNIES? _____

HOW WOULD YOU DESCRIBE YOURSELF (PERSONALITY/LIKES/DISLIKES)

184 Copse Hill, Wimbledon, London SW20 0SP

Tel: 020 8947 4666 Fax: 020 8947 0405

email: info@wimbledonnannies.co.uk website: www.wimbledonnannies.co.uk

EMPLOYMENT HISTORY (temp and perm) Name: _____

PLEASE ALSO INCLUDE NON-CHILD-CARE RELATED POSITIONS (if any)

CURRENT OR MOST RECENT POSITION:

DATE STARTED: _____ DATE LEFT: _____

EMPLOYERS' NAME: _____

ADDRESS: _____

TELEPHONE: _____

NO. OF CHILDREN: Girls: _____ Boys: _____

AGES: Start: _____ Finish: _____

POSITION HELD: _____ SOLE CHARGE: _____

REASONS FOR LEAVING: _____

DO YOU HAVE A WRITTEN REFERENCE? _____

PREVIOUS EMPLOYMENT 1:

DATE STARTED: _____ DATE LEFT: _____

EMPLOYERS' NAME: _____

ADDRESS: _____

TELEPHONE: _____

NO. OF CHILDREN: Girls: _____ Boys: _____

AGES: Start: _____ Finish: _____

POSITION HELD: _____ SOLE CHARGE: _____

REASONS FOR LEAVING: _____

DO YOU HAVE A WRITTEN REFERENCE? _____

PREVIOUS EMPLOYMENT 2:

DATE STARTED: _____ DATE LEFT: _____

EMPLOYERS' NAME: _____

ADDRESS: _____

TELEPHONE: _____

NO. OF CHILDREN: Girls: _____ Boys: _____

AGES: Start: _____ Finish: _____

POSITION HELD: _____ SOLE CHARGE: _____

REASONS FOR LEAVING: _____

DO YOU HAVE A WRITTEN REFERENCE? _____

PREVIOUS EMPLOYMENT 3:

DATE STARTED: _____ DATE LEFT: _____

EMPLOYERS' NAME: _____

ADDRESS: _____

TELEPHONE: _____

NO. OF CHILDREN: Girls: _____ Boys: _____

AGES: Start: _____ Finish: _____

POSITION HELD: _____ SOLE CHARGE: _____

REASONS FOR LEAVING: _____

WIMBLEDON NANNIES

DO YOU HAVE A WRITTEN REFERENCE? _____

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PREVIOUS EMPLOYMENT 4:

DATE STARTED: _____ DATE LEFT: _____
EMPLOYERS' NAME: _____
ADDRESS: _____
TELEPHONE: _____
NO. OF CHILDREN: Girls: _____ Boys: _____
AGES: Start: _____ Finish: _____
POSITION HELD: _____ SOLE CHARGE: _____
REASONS FOR LEAVING: _____
DO YOU HAVE A WRITTEN REFERENCE? _____

PREVIOUS EMPLOYMENT 5:

DATE STARTED: _____ DATE LEFT: _____
EMPLOYERS' NAME: _____
ADDRESS: _____
TELEPHONE: _____
NO. OF CHILDREN: Girls: _____ Boys: _____
AGES: Start: _____ Finish: _____
POSITION HELD: _____ SOLE CHARGE: _____
REASONS FOR LEAVING: _____
DO YOU HAVE A WRITTEN REFERENCE? _____

PREVIOUS EMPLOYMENT 6:

DATE STARTED: _____ DATE LEFT: _____
EMPLOYERS' NAME: _____
ADDRESS: _____
TELEPHONE: _____
NO. OF CHILDREN: Girls: _____ Boys: _____
AGES: Start: _____ Finish: _____
POSITION HELD: _____ SOLE CHARGE: _____
REASONS FOR LEAVING: _____
DO YOU HAVE A WRITTEN REFERENCE? _____

PREVIOUS EMPLOYMENT 7:

DATE STARTED: _____ DATE LEFT: _____
EMPLOYERS' NAME: _____
ADDRESS: _____
TELEPHONE: _____
NO. OF CHILDREN: Girls: _____ Boys: _____
AGES: Start: _____ Finish: _____
POSITION HELD: _____ SOLE CHARGE: _____
REASONS FOR LEAVING: _____
DO YOU HAVE A WRITTEN REFERENCE? _____

PLEASE USE A THIRD SHEET IF THERE ARE MORE JOBS AFTER LEAVING SCHOOL!!

WIMBLEDON NANNIES

184 Copse Hill, Wimbledon, London SW20 0SP
Tel: 020 8947 4666 Fax: 020 8947 0405
email: info@wimbledonnannies.co.uk website: www.wimbledonnannies.co.uk

WIMBLEDON NANNIES

SELF-DECLARATION

Relating to medical information in relation to my suitability to work with children

Do you have or have you in the last 5 years had any physical problems requiring specialist referral? YES/NO

Do you have or have you had any mental health problems in the last 5 years? YES/NO

Have you, at any time, suffered from mental or physical health problems that could affect your ability to work as a nanny with sole charge of young children? YES/NO

Are you taking any regular prescribed medicines? YES/NO

If yes to any of the above, please provide brief details and approximate dates:

Do you consent to WIMB LEDON NANNIES contacting your GP for further? information? YES/NO

Name, address and telephone number of GP:

Candidate's signature: _____ Date: _____

WIMBLEDON NANNIES
EVENING BABY-SITTING REGISTER

Thank you for joining the Wimbledon Nannies evening baby-sitting register. As soon as we have verified your references, we will put you onto the register.

Please remember that by asking you to baby-sit, we are putting our confidence and trust in you to reflect the good name of Wimbledon Nannies.

Remember, once you have accepted a booking, you are responsible for it, and if in an emergency you cannot keep the appointment, please inform us as soon as possible so that we can arrange a replacement. If the agency should be closed, then it is **your duty to inform the client**, please also inform the agency of the change as soon as possible. When you are going to a Client to baby-sit, please remember always to take their name, full address and telephone number with you.

If your Clients' should wish to arrange baby-sitting with you direct this is, of course, perfectly acceptable, but please remember that it is an **EVENING** only register (i.e. after 7.00pm), and **should you be required for early starts, during the day, weekends or overnight, this MUST be arranged through the agency**, we can then arrange the appropriate rate for you.

When baby-sitting, please remember to ask the Client for a telephone number where they can be contacted where possible, together with the number of their GP and one other contact name and number. Please to be considerate at all times - on no account take friends or children with you to a sit. Please keep awake and if you make yourself coffee or a snack, clear up afterwards! Do **NOT** use their telephone except in an emergency unless you have asked specific permission and remember **NO ALCOHOL AND NO SMOKING!**

BABYSITTING RATES ARE AS FOLLOWS:

BEFORE 7.OOPM

DAILY RATE

AFTER 7.OOPM

£5.00 PER HOUR (to the nearest half hour)

AFTER 1.OOAM

£5.50 PER HOUR (to the nearest half hour)

PETROL MONEY FOR DRIVERS

£2.50

Non-drivers will be driven home or sent in a taxi to be paid for by the client. Please note that if your babysit is cancelled within 24 hours of the sit, the Client is liable to pay you a three hour minimum fee. If the Client calls you direct to cancel a sit you may ask them to forward the cancellation fee to you direct or via Wimbledon Nannies. You will also be due an additional £2.00 per hour if there are children from another family present at your sit.

It would be helpful if you could let us know at the beginning of each week, which evenings you are free, this helps enormously with the smooth running of the register and **you are more likely to get the work this way**. If you require any further information, please feel free to telephone. You may wish to leave details of your availability on our babysitting answering machine/fax no: 020 8947 0405 or to speak to someone personally on 020 8947 4666.

I understand and agree to comply with all the above. (Please note that non-compliance with any of the above may result in removal from our register)

Signed: _____

Date:

Name (please print): _____

Wimbledon Nannies

184 Copse Hill, Wimbledon, SW20 OSP

Tel: 020 8947 4666 (3 lines) Fax: 020 8947 0405

Email: info@wimbledonnannies.co.uk

website: www.wimbledonnannies.co.uk

Directions:

Take the No 57 Bus from Wimbledon Station towards Kingston, get off at Holland Avenue bus stop which is by a parade of shops, cross the road, walk back towards mini-roundabout, turn left into Copse Hill, we are approximately 250m up on the left hand side.