

Job Order - Temporary Clients

Date: _____

Client Name: _____ Home Telephone: _____

Spouse's Name: _____ Home Fax Number: _____

Address: _____ City, State, Zip: _____

Father's Work Phone: _____ Work Fax: _____

Mother's Work Phone: _____ Work Fax: _____

Major cross streets: _____

Care is for: _____ Date of Birth _____

_____ Date of Birth _____

_____ Date of Birth _____

_____ Date of Birth _____

Special Needs (i.e. physical disability, behavioral concerns, medication, allergies, etc.) _____

Pets in/out of home: _____

Job Description: _____

Dates Care Needed

(1) To Be Determined: _____

(2) Specific Dates:

_____ from: _____ AM/PM until _____ AM/PM

_____ from: _____ AM/PM until _____ AM/PM

_____ from: _____ AM/PM until _____ AM/PM

_____ from: _____ AM/PM until _____ AM/PM

(3) Ongoing Temporary: Starting date: _____ Ending date: _____

Schedule:

Monday from: _____ to: _____ Tuesday from: _____ to: _____

Wednesday from: _____ to: _____ Thursday from: _____ to: _____

Friday from: _____ to: _____ Saturday from: _____ to: _____

Sunday from: _____ to: _____

Any special instructions: _____

Caregiver Profile Please indicate by marking the following questions if you have a preference:

Allow nanny to bring own child? Yes ___ No ___ Swimmer? Yes ___ No ___

Non-Smoking household? Yes ___ No ___ Non-smoking caregiver? Yes ___ No ___

Need own car on job? Yes ___ No ___ Will supply car on job? Yes ___ No ___

Additional Caregiver Profile: _____

AGENCY POLICIES:

1. A \$30.00 First day agency fee is due upon receipt of paperwork for all childcare, new mother/baby care, and all overnight extended care jobs. This First day agency fee will be charged every year to continue service.
2. The Agency charges a \$15.00 per day agency fee for each day a caregiver is referred. A Temporary Placement Agreement will be enclosed and should be signed and returned to the office.
3. Caregivers cannot leave their telephone number, but can be contacted through the Agency.
4. All Placement Fees owed Midwest Nannies, Ltd. are due and payable prior to Nanny's first day of employment. The Placement Fee referenced in this Agreement will automatically be charged to Client's credit card account. The Client must provide to Midwest Nannies, Ltd. a valid credit card number, including expiration date, as a guarantee of payment and Client hereby authorizes Midwest Nannies, Ltd. to place charges on said Account in accordance with this Agreement.
5. There is a four (4) hour minimum to be paid in cash directly to the nanny.

I have read, understand and agree to the Agency Policies as stated above.

Midwest Nannies, Ltd.

Client Signature

Dated

Client Printed Name

(For Office Use Only)-----

Name of Caregiver	Phone Number	Yes	No
_____	_____	___	___
_____	_____	___	___
_____	_____	___	___
_____	_____	___	___
_____	_____	___	___
_____	_____	___	___