

ESTATE DOMESTICS EMPLOYMENT APPLICATION

Name & Contact Information		
Last	First	Middle
Street Address		
City	State	Zip
Home Phone	Work Phone	Pager/Cell
Email Address:		

Personal Information
Are you 18 or older and can you provide proof of your age? Yes _____ No _____ Do you smoke? Yes _____ No _____ Are you legal to work in the United States? _____ Are you willing to work in a home with animals/pets? _____ Are you comfortable working with a family that is of a different religion than you? Yes _____ No _____ Are there any languages other than English that you speak? Yes _____ No _____ If so, please list all languages you speak. _____ Is there anything that would hinder your ability to perform the duties expected in the position that you are applying for? _____ _____

Driving, Automobile, Insurance & Criminal Information
Do you have a valid driver's license? Yes _____ No _____ Do you have reliable transportation to and from work? Yes _____ No _____ Do you have any points on your driving record? Yes _____ No _____ If yes, please explain: _____ _____ Have you ever been convicted of a felony? Yes _____ No _____ If yes, please explain: _____ _____ Please do not include any information about any arrest or detention that did not result in a conviction; any conviction where your record has been expunged, sealed or eradicated; any misdemeanor conviction where you have completed probation and the case has been dismissed; or any arrest where you have successfully completed a pretrial diversion program. **The existence of a criminal record is not an absolute bar to referrals, placements or employment.**

Position(s) for which you are applying (check all that apply)		
Housekeeper _____ Maid _____ Butler _____ House Manager _____ Chef _____ Cook _____ Houseman _____	Nanny _____ Babysitter/Childcare _____ Personal Assistant _____ Laundress _____ Mother's Helper _____ Chauffeur/Driver _____ Elderly Care/Companion _____	Errands _____ Seasonal Help _____ Party Help _____ Yacht Crew _____ Aircraft Crew _____ Major Domo _____ Other _____

Availability / desired schedule for employment		
Live-In _____	Live-Out _____	Days _____
Full Time _____	Part Time _____	Nights _____
Monday – Friday _____	Attending School _____	Weekends _____
Certain Days _____	Certain Hours _____	Other _____
If Certain Days and/or Hours, please explain:		

Please check all that apply to you. Skills that you already have or are willing to learn				
Cleaning	None _____	Light _____	Moderate _____	Heavy _____
Floors	None _____	Light _____	Moderate _____	Heavy _____
Laundry	None _____	Light _____	Moderate _____	Heavy _____
Ironing	None _____	Light _____	Moderate _____	Heavy _____
Cooking	None _____	Light _____	Moderate _____	Heavy _____
Childcare	None _____	Light _____	Moderate _____	Heavy _____
Errands	None _____	Light _____	Moderate _____	Heavy _____
Travel	None _____	Light _____	Moderate _____	Heavy _____

Childcare Information			
Your favorite ages of children to care for: _____		How many at one time? _____	
What types of activities will you do with the children? _____			
Do you swim? ___None ___Good ___Excellent	Do you enjoy swimming? ___No ___Yes		
Are you currently CPR Certified? ___No ___Yes			
Have you ever had Pediatric CPR training? ___No ___Yes when? _____			
Tell us how you feel about carpooling ___Never ___Sometimes ___Daily			
How many children at one time? _____	In your car? ___No ___Yes	Employers car? ___No ___Yes	

Housekeeping Information			
Do you know how to polish silver properly?	No _____	Yes _____	Willing to learn _____
Do you know how to care for marble properly?	No _____	Yes _____	Willing to learn _____
Do you know how to make a bed with hospital corners?	No _____	Yes _____	Willing to learn _____
Do you know how to care for hardware floors?	No _____	Yes _____	Willing to learn _____
Do you know how to maintain closet areas?	No _____	Yes _____	Willing to learn _____
Do you know how to properly use a dishwasher?	No _____	Yes _____	Willing to learn _____
Do you know how to operate security systems?	No _____	Yes _____	Willing to learn _____
Do you know how to care for antique furniture?	No _____	Yes _____	Willing to learn _____
Do you know how to care for carpets and rugs?	No _____	Yes _____	Willing to learn _____

Laundry Information			
Do you know how to:			
Properly sort clothes for washing?	No _____	Yes _____	Willing to learn _____
Laundry washable silk items?	No _____	Yes _____	Willing to learn _____
Laundry delicate garments?	No _____	Yes _____	Willing to learn _____
Do you know how to iron: (please answer all questions below)			
Children's school uniforms?	No _____	Yes _____	Willing to learn _____
Delicate silk clothing?	No _____	Yes _____	Willing to learn _____
Men's white shirts?	No _____	Yes _____	Willing to learn _____
Sheets?	No _____	Yes _____	Willing to learn _____
Linens and tablecloths?	No _____	Yes _____	Willing to learn _____
What items do you like to use bleach on? _____			
What items do you like to use starch on? _____			
Do you read and understand care labels on garments? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Willing to learn			

Cooking Information			
Are you willing to cook?	Breakfast _____	Lunch _____	Dinner _____
Do you cook?	From Memory _____	From Recipe _____	
How well do you cook?	Absolutely None _____	Below Average _____	Some ___ Willing ____
	Average _____	Above Average _____	
Are you willing to shop for groceries?	No _____	Yes _____	
For occasional items?	No _____	Yes _____	
Are you skilled at light menu items?	No _____	Yes _____	Willing to learn _____
Do you have Kosher home experience?	No _____	Yes _____	Willing to learn _____
Can you prepare restricted diet items?	No _____	Yes _____	Willing to learn _____
Favorite item to cook: _____			

Errands			
All household grocery shopping	No _____	Yes _____	Occasionally _____
Dry cleaning	No _____	Yes _____	Occasionally _____
Occasional item grocery shopping	No _____	Yes _____	Occasionally _____
Animals to veterinarian	No _____	Yes _____	Occasionally _____
Shopping for occasional gifts	No _____	Yes _____	Occasionally _____
Take items to employers place of business	No _____	Yes _____	Occasionally _____

Other Information			
Are you willing to wear a uniform if employer requires?	No _____	Yes _____	Special Occasions only _____
Do you have your own uniforms?	No _____	Yes _____	
Do you know professional table service?	No _____	Yes _____	
Do you know how to bartend?	No _____	Yes _____	
Do you know how to provide professional service at parties?	No _____	Yes _____	
Do you know how to serve formally at the table?	No _____	Yes _____	
Do you know how to properly clear the dinner table?	No _____	Yes _____	
Are you willing to relocate? No ___ Yes ___ If Yes, is there any particular area you want to relocate to? _____			

Compensation Information	
What compensation are you seeking? \$ _____ to \$ _____ per hour _____ week _____ month _____ year _____	
How do you prefer to be compensated?	
Automatic Deposit _____ Check _____ Are you seeking any particular benefits? _____	

How did you hear about Estate Domestics?	
Personal Reference _____	
Other _____	
Have you ever registered with us? No ___ Yes ___ Are you registered with any other employment agency(s)? No ___ Yes ___	
If yes, please list names of agency(s) _____	

Personal References (Do not list relatives or former employers) List friends, neighbors, work associates, etc.			
Name	Telephone Number	How do you know this person	Years Known

Emergency Contact (Person to be notified in the event of an accident or emergency.)	
Name _____	Are you allergic to any medications? No _____ Yes _____ If yes, list medication allergic to _____
Home Phone _____	
Work Phone _____	

Education	Name & Location	Grade Completed	Course & Degrees
High School			
Special/Military			
College			

Employment & Volunteer History

Please complete all sections of each job listing.

Dates	List Most Recent Job/Volunteer position first	Compensation	Reason for leaving
From	Employer/ Volunteer Organizer Name	Start	
To	Address	End	
	Phone Number(s)		
Position/Duties/Ages of Children in the household:			
SUPERVISOR NAME/PHONE:			

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		Phone Number(s)		
Position/Duties/Ages of Children in the household:				
SUPERVISOR NAME/PHONE:				

Please Read Carefully, Sign and Date

I certify that all information that I provided in this application is true, accurate, complete and correct. I authorize investigation of all information provided in this application unless I have indicated otherwise. I authorize the parties, entities and references I listed in this document to provide all information they may have regarding me and my character. I authorize the disclosure of any information about me, including but not limited to information obtained from the parties, entities and references I listed in this document, to Estate Domestics, its affiliated entities and representatives, and clients and potential employers. I understand and agree that any misrepresentation, falsification or material omission of information on this application may be grounds for Estate Domestics to refuse to refer or place me.

I understand that Estate Domestics does not unlawfully discriminate in referrals or placements, and that no question on this application is used for the purpose of limiting or excusing any applicant for consideration for referral, placement or employment on any basis prohibited by applicable laws or regulations.

I release Estate Domestics and its owners, agents, employees, officers, directors, attorneys, representatives, clients, and affiliated entities from any and all liability as a result of soliciting, providing or receiving information regarding me or my character, or the use or disclosure of such information.

I understand and agree that the information supplied on this application has been given for the purpose of evaluating my qualifications for employment with Estate Domestics' clients. However, I understand and agree that Estate Domestics does not guarantee my referral, placement, employment or terms of employment.

I understand and agree that my work schedule and my method, manner and means of employment, and any other terms and conditions of my employment, will be determined by me and any Estate Domestics client that hires or otherwise engages my services. I understand and agree that Estate Domestics will not be responsible for my direction, supervision, control or compensation, and that Estate Domestics is not and will not be my employer or co-employer. Rather, I understand and agree that the client will be solely responsible for my direction, supervision, control and compensation, and that **the client will be my employer**. Accordingly, I understand and agree that I will be responsible for all employee related taxes, withholdings, obligations and requirements according to applicable law.

I further understand and agree that if Estate Domestics refers me to a client, I will notify Estate Domestics if the client hires me or otherwise engages my services. If a client hires me or otherwise engages my services, I also agree to immediately inform Estate Domestics if my work hours or compensation increase or are different than what they were originally when Estate Domestics placed me with the client.

DISCLAIMER/WAIVER/HOLD HARMLESS/LIMITATION OF LIABILITY

Estate Domestics assumes no liability or responsibility for, and makes no representations or warranties about, any information or services it provides. **Your use of Estate Domestics' services is at your own risk**. Except as specified herein, Estate Domestics does not provide and specifically disclaims any express or implied guarantees or warranties to you. Additionally, Estate Domestics does not employ or exercise control or discretion over clients and disclaims all responsibilities for clients' conduct or omissions.

By signing this document, to the maximum extent allowed by law, you waive and release Estate Domestics and its owners, agents, employees, officers, attorneys, representatives and affiliated entities from all liability, including but not limited to liability arising from negligence or the actions of any third party, including but not limited to clients. However, this document does not limit either party's right, where applicable, to file, cooperate with or participate in an investigative proceeding of any governmental entity, or to file charges that do not seek personal relief for released claims with any governmental entity.

Additionally, you shall indemnify, defend and hold Estate Domestics and its owners, agents, employees, officers, attorneys, representatives and affiliated entities harmless against any damages or liability whatsoever arising out of or in any way in connection with your referral to or employment or association with Estate Domestics' clients.

Finally, to the maximum extent allowed by law, neither party to this agreement shall be liable to another party to this agreement for consequential, incidental, exemplary, punitive, special or indirect damages of any kind. If any waiver, exclusion or limitation of damages is not permitted by law, the parties' liability to each other is limited to the maximum extent permitted by law.

MISCELLANEOUS

This agreement shall be governed by and interpreted according to Georgia law. Any action or proceeding commenced regarding this Agreement shall be brought in Gwinnett County, Georgia.

This agreement constitutes the entire agreement between Estate Domestics and you and supersedes all prior oral and written agreements between Estate Domestics and you with respect to the subjects covered in this agreement. This agreement shall not be amended or modified except in a mutually agreed upon writing signed by you and an authorized representative of Estate Domestics.

The terms of this agreement are severable and may be reformed. The invalidity or unenforceability of any provision within this agreement shall not affect the application of any other provision, provided that the essential terms and conditions of this agreement for each party remain valid, binding and enforceable.

The parties to this agreement hereby certify, represent and warrant that they have carefully read this agreement and that they fully understand its final and binding effect.

Applicant

Estate Domestics

Signature _____

Signature _____

Date _____

Date _____



**Consumer Report and Investigative
Consumer Report Disclosure and Authorization**

I understand and agree that for employment purposes and pursuant to applicable law, Estate Domestics may seek a consumer report and or an investigative consumer report regarding information about me, including but not limited to my education, employment, credit worthiness, credit standing, character, general reputation, personal characteristics, mode of living, work habits, work performance, reasons for termination by past employers, and criminal conviction history. The report(s) will be provided by [NAME OF BACKGROUND CHECK AGENCY]. I authorize Estate Domestics to conduct pre-employment inquiries and also to conduct other employment related inquiries after I receive a conditional offer of employment to the extent allowed by law. I understand and agree that I have the right to request additional disclosure of the nature and scope of the investigation requested, and that I will receive a written summary of my rights as a consumer. I understand and agree that all pre-employment screening activities are conducted in compliance with all applicable laws and regulations.

In light of these disclosures, to the maximum extent allowed by law, I hereby voluntarily and knowingly authorize any past or present employer, or other business, governmental agency, entity or individual contacted by Estate Domestics to provide all records, documents or information they may have concerning my identity, education, employment history, credit worthiness, credit standing, character, general reputation, personal characteristics, mode of living, work habits, work performance, reasons for termination by past employers, criminal conviction history, or any other information, records or documents requested, and to provide full and complete disclosure to Estate Domestics. I request that any law enforcement agency, institution, information service bureau, school, employer, personal reference, insurance company or any other entity or person contacted by Estate Domestics or its representatives cooperate fully and completely in responding to these inquiries.

I further authorize the disclosure of all information, documents and records about me and my character, including but not limited to all information obtained from persons and entities, as well as information obtained by, through or from any background, employment and or criminal conviction history checks, to Estate Domestics and its affiliated entities, representatives, and clients.

I voluntarily, knowingly and unconditionally release any named or unnamed person, informant, or entity from any right or claim of confidentiality and any liability resulting from the furnishing of information about me. I also release Estate Domestics and its owners, agents, employees, officers, directors, attorneys, representatives, clients, and affiliated entities and persons from any and all liability as a result of soliciting, providing or receiving information regarding me or my character, or the use or disclosure of such information.

Signature

Date

Applicant Information:

Last Name

First Name

M. I.

Maiden Name

Home Address

City

State

Zip Code

Former Address

City

State

Zip Code

Social Security Number

Date of Birth

Driver's License Number

State Issued