



Loving Arms, LLC

Nanny & Domestic Placement Agency

Dear Client,

Thank you for your interest in Loving Arms, LLC Nanny & Placement Agency. We are an agency specializing in the placement of in-home Nannies and Professional Household Staff. Established in 2001, we recruit and place the highest quality caregivers in Sarasota/Manatee area.

Our services address the wide variety of needs for all types of families. We place permanent full and part time nannies, as well as temporary nannies up to 90 days. We also offer household services including Senior Companions, Housekeepers, Personal Assistants, Household Managers and Pet Care. Several local hotels, resorts, spas and other such organizations find that our Babysitting Service is great for guests needing a sitter for an evening out, local events, wedding receptions and more. We also service local families for these same occasional babysitting needs.

In order to serve you better we have developed a very effective application process for both the families seeking assistance and the candidates seeking placement. This process is tripartite consisting of first the paper application and screening process, then the in-depth personal interview and lastly the careful match making process devoted to meeting the mutual needs of both the families and the caregivers.

Please complete the enclosed application and return them by fax, email or mail to the address below. We always have a pool of qualified, pre-screened caregivers seeking placement. We greatly appreciate the opportunity to assist you in choosing the right candidate for your family. We look forward to working with you soon.

Respectfully,

Casey Smith
Owner

8466 N. Lockwood Ridge Rd, Suite 145, Sarasota, FL 34243

Office: 941-359-4889 Fax: 941- 552-8379

Email: Info@ourlovingarms.com www.ourlovingarms.com

Loving Arms, LLC
Nanny and Domestic Placement Agency
Housekeeping Application

Clients Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Ph: _____ Cell Ph: _____

Email: _____

Emergency Contacts Name: _____

Home Number: _____ Cell Number: _____

Size of Home: _____ Size of Kitchen: _____

Number of Bedrooms: _____ Bathrooms: _____

Additional Rooms: _____

Does client have any extended family living with them? Yes No if so, please explain?

Do any household members smoke? Yes No Inside or Outside?

Are there any children in the home? Yes No If so, names and ages:

1. _____ 2. _____

3. _____ 4. _____

Will the Housekeeper be caring for the children? Yes No If so, please explain:

Any household pets? Yes No If so, what type: _____

Will the Housekeeper be required to care for these pets? Yes No If so, please explain:

Have you used a Housekeeper before? Yes No If so, have there been any problems?

Requirements:

Commitment Level: Temp up to 90 days 1 year 2 years 3 years More

Full-time (25+ hrs/wk) **Part-time** (less than 25 hrs/wk)

Please be specific as to the days and hours needed:

Sun AM	Mon	Tues	Wed	Thurs	Fri	Sat
PM						

Housekeepers Salary Range: _____

Do you wish for the Housekeeper to supply the cleaning products? Yes No

If so, what do you usually use in your home? _____

Would you prefer the Housekeeper use "Green" products? Yes No Either

Living Situation: Live-In Live-Out Either

If Live-In, describe the living situation: _____

Housekeeper Age Preference: _____ Gender Preference: Male Female Either

Level of education preferred? _____

Smoking Preference? Non-smoker Smoker Either

Would you prefer a Housekeeper who speaks another language? _____

Which of the following best describes the way you would like your house cleaned:

- Deep Clean all rooms Every visit
- Deep Clean One room per visit and do a once over the rest of the house
- Details are important, I want baseboards dusted and picture frames dusted every visit
- Speed is not crucial, I want everything to have a thorough cleaning each time (Ie: showers, blinds, floors)
- Just do the obvious each week and Deep Clean once a month

If you could choose one thing that says "Clean House" what would it be: _____
_____.

These are the basic Housekeeping duties:

- Clean Kitchen (empty dishwasher, scour complete counter tops, wash floor, wipe down appliances)
- Clean Bathrooms (Scour Tubs/Showers, toilets, floors, sinks and counters)
- Dining Areas (cleaning of tables, cabinets, floors, windows)
- Living Areas (cleaning of tables, floors, windows, dusting)
- Bedrooms (wash/change linens, make beds, sweep/mop floors, clean windows, dusting of furniture)
- Play areas (organize, dust, clean windows, floors)
- Organize Storage Areas Organize Household Closets Down Size Home

Please list any other duties Housekeeper will be responsible for: _____

Describe your ideal Housekeeper:

Please tell us any other information we may not have asked for that you feel is relevant:

How did you hear about Loving Arms, Nanny and Household Services?

Please list a credit card that we may charge for your application fee of \$250. You may pay the remainder of the placement fee by cash or check provided it is received prior to the first day of employment of the hired Housekeeper. If payment arrangements have not been made prior to the hired housekeepers commencement date you hereby give consent for a representative to charge the credit card on file for the final placement fee. If a representative must pursue payment beyond the third business day of the hired housekeepers first work day the included 90 day guarantee will be null and void.

Card Type: MasterCard or Visa Number: _____

Exp: _____ Signature: _____

Billing Address: _____

****Please note that this application will not be processed with out the credit card information.****

Please return completed application to Casey@ourlovingarms.com or mail to :

Loving Arms, LLC
Nanny & Domestic Placement Agency
8466 N Lockwood Ridge Rd ~ Suite 145 ~ Sarasota, FL 34243
Office: 941-359-4889 Fax: 941-552-8379
Email: casey@ourlovingarms.com

Loving Arms, LLC

Family Placement Contract

I, _____ (herein referred to as "client"), do hereby retain Loving Arms LLC, Nanny Placement and Domestic Services to assist me in the placement of a suitable Housekeeper.

If through the referral efforts of Loving Arms LLC, the above named client employs a Housekeeper, that client agrees to pay a placement fee of 5% of the hired Housekeepers estimated annual salary. A **nonrefundable** application fee of \$300 is due and payable upon submission of the application to begin the search process. The above named client agrees not to employ a Housekeeper referred by Loving Arms LLC until all fees are paid in full. The client agrees that the Housekeeper will not be hired on a full-time or part-time basis unless a placement fee is paid and an Employment Contract is signed.

A late payment will result in a 10% late fee per month based on the type of employment and fee associated with such employment. The late fee will automatically apply if the Housekeeper starts employment prior to the placement fee being paid in full. Payment can be made by credit card, personal check, business check or money order.

The application fee is due upon the return of the Housekeeping Application. This fee is **nonrefundable** and allows you to begin your search with our agency. This fee will be deducted from the total fee charged upon hiring a Housekeeper. The Placement Fee is for the placement of one full-time or part-time Housekeeper for the term of one year and is not refundable in whole or in part. If payment is not received prior to the first day of work for the hired housekeeper by cash or check the client hereby agrees for a representative of Loving Arms LLC to charge the credit card on file with this application. Loving Arms LLC will make every reasonable effort to supply the client with as many candidates for interview as possible; we do not make any guarantees as to the number of candidates that will be available. Furthermore, Loving Arms LLC will make every reasonable effort to locate a suitable replacement in the event that you or your Housekeeper terminates employment before the specified date. We offer a 90 day guarantee. If within the first 90 days after a Housekeeper is hired, the Housekeeper or client decides the employment is not working, we will replace the Housekeeper with ONE replacement. If the second placement does not work out then we require a second fee to begin your search again. We offer one replacement caregiver; we do not offer refunds of placement fees. Loving Arms LLC strongly encourages the client to have a signed contract with the hired Housekeeper stating all requirements of the position being hired for. This guarantee will be null and void if the placement fee and all late fees are not paid within 3 days of the *first day on the job. *We don't offer trail periods with our Housekeepers.

In the event that a client hires a Housekeeper and all attempts to collect payment for the Housekeepers placement fees fail, the client agrees to pay all costs involved in collecting fees that are due such as, but not limited to: attorney fees, court costs, and interest accrued at 10% per month. The client will be reported to the credit bureau once the account is past due 30 days. Any returned checks will be subject to a fifty dollar (\$50) service charge.

Loving Arms LLC agrees to screen all prospective Housekeepers who meet the criteria established by the client. References and background information will be viewable upon request for each Housekeeper. The decision to hire a Housekeeper rests solely on the client. The Client is encouraged to check as many references as possible and to perform extensive background and history searches of their own.

Loving Arms LLC makes no warranties as to the abilities or character of any Housekeeper. Every reasonable effort has been made to properly screen all Housekeepers. The client agrees that no liabilities will be held by Loving Arms LLC and agrees to indemnify and hold harmless Loving Arms LLC, now or in any future time arising from the acts or omissions of any Housekeeper referred by Loving Arms LLC. The client agrees that Loving Arms LLC is a referral service only and is not a party to any agreement entered into between the client and the Housekeeper.

I, _____, do hereby retain Loving Arms, LLC to assist my family in the placement of a suitable caregiver of my choice in my home. By completing the application and signing the contract, I represent that I have read and agree to all terms set forth.

Signature of Client

Date