

Helen's Agency

20335 Ventura Boulevard, Suite 110
Woodland Hills, CA 91364
Helen@HelensAgency.com
818-881-2685

Application for Household Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, or national origin.

Live-in Yes No

Live-out Yes No

Do you own a car? Yes No

Date _____

First/Middle name _____ Last name _____

Street Address _____ Apt # _____

City _____ State _____ Zip Code _____

Tel: (____) _____ Cell: (____) _____ Email: _____ @ _____

Position applying for: (Please underline all that apply)

Housekeeper Nanny Baby-Nurse Chef Companion Couple Full-Charge Housekeeper

Personal Assistant Driver Houseman Estate Manager Other: _____

Cooking Skills: (Please underline) Gourmet Excellent Simple

Are you looking for full-time employment? Yes No *When can you begin?* _____

If not, what hours are you available? _____

What days are you available to work? (Please underline) Mon Tues Wed Thurs Fri Sat Sun

Do you iron? Yes No *Do you swim?* Yes No *Do you like pets?* Yes No

Do you smoke? Yes No

Do you have any allergies? Yes No If so, what are they _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.) Yes No

Are you able to travel within the country? Yes No *Can you travel internationally?* Yes No

Background

Are you willing to submit to a criminal background investigation? Yes No

If so, please provide your date of birth ____/____/____ and, Social Security # _____

Month Day Year

Are you willing to provide a current history of your driving record? Yes No

Are you currently receiving any state assisted income? Yes No

Have you ever filed a claim/lawsuit against a past employer? Yes No

Have you ever been convicted of a felony or misdemeanor? Yes No If yes, please explain

Helen's Agency

20335 Ventura Boulevard, Suite 110
Woodland Hills, CA 91364
Helen@HelensAgency.com
818-881-2685

Education

School Name and Location _____ Year _____
High School _____ Location _____
College _____ Location _____

Do you have certification in CPR? Yes No

If so: Adult: Yes No Child: Yes No

In addition to your work history, are there other skills, qualifications, certificates, or experience that we should consider? _____

Employment History

(Start with most recent employer)

Name _____

Address _____ City/State _____

Zip Code _____ Tel: (____) _____ Cell: (____) _____

Date Started _____ / _____ Date Ended _____ / _____
Month Year Month Year

May we contact this person? Yes No Did you live-in or live-out? _____

Responsibilities _____

Reason for leaving _____

Name _____

Address _____ City/State _____

Zip Code _____ Tel: (____) _____ Cell: (____) _____

Date Started _____ / _____ Date Ended _____ / _____
Month Year Month Year

May we contact this person? Yes No Did you live-in or live-out? _____

Responsibilities _____

Reason for leaving _____

Helen's Agency

20335 Ventura Boulevard, Suite 110
Woodland Hills, CA 91364
Helen@HelensAgency.com
818-881-2685

Name _____

Address _____ City/State _____

Zip Code _____ Tel: (____) _____ Cell: (____) _____

Date Started _____ / _____ Date Ended _____ / _____
Month Year Month Year

May we contact this person? Yes No Did you live-in or live-out? _____

Responsibilities _____

Reason for leaving _____

Attach resume and letters of recommendation along with any copies of certificates, if applicable.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. Helen's Agency is hereby authorized to make any investigations of my prior educational, employment, and criminal history.

How did you hear of this agency? _____

Signature _____ Date _____

Helen's Agency Consumer Report Disclosure and Authorization Form

Helen's Agency, Inc. may, with your consent, obtain a consumer report, as defined by the Fair Credit Reporting Act (FCRA), from Imperative Information Group, Inc., a consumer reporting agency, related to your prospective, continued, or future employment. Such report may include, as allowed by law, information regarding previous or current military service, employment, education, criminal, driving history, credit or other matters that may be relevant to the position sought or held.

This may include procurement of an investigative consumer report (defined as a report that includes information as to your character, general reputation, personal characteristics, or mode of living obtained through personal interviews). You may request that the nature and scope of any investigative consumer report be disclosed to you.

Identity Information— This information will be used only in preparing a consumer report.

First Name:

Middle Name:

Last Name:

Other Names Used:
(maiden names or aliases)

Email Address:

Social Security Number: - -

Date of Birth: Month: Day: Year:

Current Home Address:

City: State: ZIP:

Drivers License State: Number:

Please list each city/county and state in which you have lived, worked, or attended school during the last ten years. Use a second form if necessary to provide full disclosure.

City: <input type="text"/>	OR County: <input type="text"/>	State: <input type="text"/>
City: <input type="text"/>	OR County: <input type="text"/>	State: <input type="text"/>
City: <input type="text"/>	OR County: <input type="text"/>	State: <input type="text"/>

By signing below, I:

- Authorize Helen's Agency, Inc. or any of its affiliated or successor companies to obtain the consumer reports described above at any time in connection with my prospective or continued employment,
- Acknowledge receipt of the summary of my rights under the FCRA, and
- Request and authorize all individuals, agencies, and businesses to release information regarding my previous or current military service, employment, education, criminal or civil litigation, conduct, experience, or other matters to Imperative Information Group, Inc., including information which may be deemed negative, in order to complete these reports, to the extent allowable under law.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on: _____
Date Signature

For California, Minnesota, or Oklahoma applicants only:

I request a copy of my consumer report be sent to the home address listed above.

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:

CONTACT:

- | | |
|---|---|
| 1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates | a. Consumer Financial Protection Bureau
1700 G Street, N.W.
Washington, DC 20552 |
| b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB: | b. Federal Trade Commission: Consumer Response Center - FCRA
Washington, DC 20580
(877) 382-4357 |
| 2. To the extent not included in item 1 above: | |
| a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks | a. Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050 |
| b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act | b. Federal Reserve Consumer Help Center
P.O. Box 1200
Minneapolis, MN 55480 |
| c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations | c. FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106 |
| d. Federal Credit Unions | d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314 |
| 3. Air carriers | Asst. General Counsel for Aviation Enforcement & Proceedings
Aviation Consumer Protection Division
Department of Transportation
1200 New Jersey Avenue, S.E.
Washington, DC 20590 |
| 4. Creditors Subject to the Surface Transportation Board | Office of Proceedings, Surface Transportation Board
Department of Transportation
395 E Street, S.W.
Washington, DC 20423 |
| 5. Creditors Subject to the Packers and Stockyards Act, 1921 | Nearest Packers and Stockyards Administration area supervisor |
| 6. Small Business Investment Companies | Associate Deputy Administrator for Capital Access
United States Small Business Administration
409 Third Street, S.W., 8th Floor
Washington, DC 20416 |
| 7. Brokers and Dealers | Securities and Exchange Commission
100 F Street, N.E.
Washington, DC 20549 |
| 8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations | Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090 |
| 9. Retailers, Finance Companies, and All Other Creditors Not Listed Above | FTC Regional Office for region in which the creditor operates or
Federal Trade Commission: Consumer Response Center - FCRA
Washington, DC 20580
(877) 382-4357 |