

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 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

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

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

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 _____

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 _____