



PERSONAL INFORMATION

Name: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Best Contact #: ( ) \_\_\_\_\_ - \_\_\_\_\_ Other: ( ) \_\_\_\_\_ - \_\_\_\_\_

LISTING

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Example:

Family seeks an educated, experienced Live-Out Governess/Personal Assistant to help care for their two children (4 years, 7 years). Ideal candidate will be an energetic, organized, flexible, proactive team player who can help educate the children as well as manage the household.

REQUIREMENTS

- \_\_\_\_\_ College-Educated (Specialty Degree: \_\_\_\_\_)
- \_\_\_\_\_ 5+ years of experience \_\_\_\_\_ Other: (\_\_\_\_\_)
- \_\_\_\_\_ Newborn Experience \_\_\_\_\_ Toddler Experience
- \_\_\_\_\_ School Aged Experience \_\_\_\_\_ Teenage Experience
- \_\_\_\_\_ Special Needs Experience (Specialty: \_\_\_\_\_)
- \_\_\_\_\_ Personal Assistant experience
- \_\_\_\_\_ Flexibility
- \_\_\_\_\_ Longevity in past positions
- \_\_\_\_\_ Travel with family
- \_\_\_\_\_ Extended travel with family (Specific Needs: \_\_\_\_\_)
- \_\_\_\_\_ Driver's License \_\_\_\_\_ Passport
- \_\_\_\_\_ U. S. Citizen only \_\_\_\_\_ U.S.Citizen/Green Card
- \_\_\_\_\_ Swim \_\_\_\_\_ Other Sport (\_\_\_\_\_)
- \_\_\_\_\_ Drug Test \_\_\_\_\_ Medical Exam
- \_\_\_\_\_ Specialty (\_\_\_\_\_)

\*\*Excellent References/Pass background check\*\*

**JOB DESCRIPTION**

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**Example:**

#1 responsibility is the safety and welfare of children. Primary duties would be preparing meals, changing diapers, maintaining nap/feeding schedules, hygiene maintenance, picking children up from school, helping with homework and school projects, encouraging educational, cultural, and extracurricular activities, managing playdates, taking children to appointments, maintaining social calendar, organizing children’s wardrobe and closets. Other duties include running errands, shopping for clothing and educational materials, research for age appropriate classes, occasional overnights, and extended travel with family.

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**COMPENSATION PACKAGE**

Start Date: \_\_\_\_\_

**Hours:**

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Salary: \_\_\_\_\_ (commensurate on education and experience)

- \_\_\_\_\_ Overtime Pay (Rate: \_\_\_\_\_)
- \_\_\_\_\_ Holiday Pay (List: \_\_\_\_\_)
- \_\_\_\_\_ Overnight Pay (Rate: \_\_\_\_\_)
- \_\_\_\_\_ Travel Pay (Rate: \_\_\_\_\_)
- \_\_\_\_\_ Health Insurance
- \_\_\_\_\_ Paid Vacation (\_\_\_\_\_)
- \_\_\_\_\_ Sick Days (\_\_\_\_\_)

**OTHER/NOTES**

(Family Allergies, Food Restrictions, Pets)

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date