

# kensington nannies

London's longest established nanny agents

3 Hornton Place  
London W8 4LZ  
Tel. +44 (0)207 938 3525  
**Fax +44 (0)20 7 937 1027**  
E.Mail: nannies@easynet.co.uk

Thank you for contacting Kensington Nannies we are delighted to assist you in your search for a suitable candidate for the position you are offering. To do this successfully we will need you to complete the forms below as fully as possible. They have been set up for use with a computer so the easiest thing is complete the forms on screen and then either print out the completed forms to fax to us or attach as an email.

Once you have read the terms of business please sign the client agreement form and complete the credit card details (this is for the Client registration fee which we only take after we have sent you some candidates. Please note without all the information on your position we are requesting we will be unable to begin our search.)

Unlike some agencies we see every candidate and interview them thoroughly as to their suitability to work overseas. While the vast majority of our Nannies have a formal training we also place nannies who have no formal childcare qualifications (not with tiny babies) but will have worked as a Nanny in the private sector before registering with us. A Nanny with varied childcare experience can be just as good as his or her trained counterpart.

Wages you can expect to pay vary from job to job and although we will advise you on the norms we ask that you give us some indication of what you will be willing to offer when you complete your registration forms. Please fax or e mail back pages 3,4,5 and 8 to + **44 (0) 207 937 1027**

I look forward to hearing from you, in the meantime should you have any questions please don't hesitate to contact me.

Yours sincerely,

Louise Taylor            E mail: [louise@kensington-nannies.com](mailto:louise@kensington-nannies.com)

Overseas Division

**+44 207 938 3525**

PLEASE SCROLL DOWN

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## Client's Registration Form

### 5 PAGES

**Date:**

**How did you hear about Kensington Nannies**

#### *Your details*

**Family Name:**

**Address:**

**Telephone numbers:**

**Home:**

**Fax:**

**Work:**

**Fax:**

**Email**

**Name, address and telephone number of an UK contact (if any):**

***Your family details (you as parents)***

**Father**

**Mother**

**Forename:**

**Forename:**

**Nationality:**

**Nationality:**

**Profession:**

**Profession:**

**Age:**

**Age:**

**Religion:**

**Religion:**

**Children:**

**Names:**

**Ages:**

**Special Needs:**

**Hobbies & Interests:**

**Is a new baby expected?**

**If yes when?**

**Date you would like the nanny to start?**

***Lifestyle of your family***

**Do you have a Formal Semi-formal Informal Household ( please tick or press space)**

**What are your family's hobbies and interests?**

**What languages do your family speak?**

**Home location (please tick or press space)**

**Farm Countryside Small Town Large town City suburb City**

**Please give a description of the local community and facilities:**

**Are there other nannies nearby?**

**Do you have any pets (please list) :**

**Do you have a swimming pool?**

What accommodation will you offer the nanny?

## ***Employee Requirements***

To be employed as (please tick or press space)

Temporary nanny For how long?

Long term

Type of Nanny required?

Are you seeking someone trained?

Experienced?

Driving licence:

Essential Preferred Not required

Non Smoker:

Essential Preferred

Languages required (Other than English):

If so to what level Basic Conversational Fluent

Is a swimmer

Essential Preferred Not required

## ***Duties***

Hours on duty expected            am until            pm

Please indicate which days will normally be worked

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Will baby sitting be required            How many evenings per week

**What will the nanny be responsible for?**

**Cleaning the children's rooms and bathrooms**

**Children's cooking**

**Children's laundry**

**Tidying and cleaning children's play area**

**Tidying the kitchen after use**

**Loading and unloading dishwasher**

**Keeping own room clean and tidy**

**Other (please specify):**

**Will the employee have sole charge whilst both parents are at work?**

**If yes which hours will the parents be away from home?      am until      pm**

**Will the employee travel with the family?**

**Salary offered £      (equivalent) per week**

**Give details of any holiday entitlement in addition to statutory holidays**

**Additional benefits (if any) :**

**How do you propose to interview candidates (i.e. in the UK or overseas)**

**Do wish us to arrange travel (payment on booking)**

**Please note that it is the client's responsibility to provide an open dated return ticket for the successful applicant.**

**Please send pictures of your family and home**

**PLEASE SCROLL DOWN TO READ ABOUT THE TYPE OF NANNIES WE HAVE, AND OUR CLIENT AGREEMENT FORM**

**DISCRIPTION OF NANNY QUALIFICATIONS**

There are a number of different types of qualification that a nanny may possess specific to childcare. Below there is a brief outline of the various qualifications you may encounter.

### **CACHE**

In April 1994 the Council for Awards in Children's Care & Education combined with the Council for Early Years Awards (CEYA) and the National Nursery Examination Board (NNEB). This merger formed a single authority for making awards in Children's Care & Education. CACHE offers various courses of training leading to the following qualifications:

Advanced Diploma in Childcare & Education (**ADCE**) 1yr full time

The Diploma in Nursery Nursing (**NNEB**) – 2yrs full time

The Certificate in Childcare and Education (**CCE**)– 1yr full time

The National Vocational Qualifications (**NVQ**) in Childcare & Education

CACHE – Mission statement:

“The council will strive throughout its work to enable professional workers in Childcare and education to gain access to training and assessment in order that they provide the highest quality service to children and families. The council will also act as a focus for National Standards in Children's care and Education”.

The courses will take place in local authority schools or colleges. In addition, there are three private training colleges; Chiltern, Princess Christian and Norland.

In addition there are:

### **NAMCW**

National Association of Maternal and Child welfare

### **MONTESSORI DIPLOMAS**

These courses are structured around the teachings of Maria Montessori directing children's natural activities so that they can learn spontaneously.

### **CITY & GUILDS FAMILY & COMMUNITY CARE**

This course has a broader base covering the care of the elderly and the disabled as well as the care of children aged 0-5.

### **BTEC NATIONAL DIPLOMA IN CARING SERVICES – NURSERY NURSING**

This course is for the more academic Nanny, it allows students to follow a number of career paths

### **AUSTRALIAN & NEW ZEALAND QUALIFICATIONS**

Some Nannies from Australia & New Zealand will have attended a Nanny school in their home country

These courses last from 6 weeks to 2 years.

### **NURSES-MIDWIFES**

These Nurses will have completed a 2 or 3 year training course, working in all areas of the hospital system and then specialising in a particular area of medical expertise (usually paediatrics or natal care).

### **EXPERIENCED NANNIES**

These Nannies have had no formal training but will have worked as a Nanny in the private sector before registering with us. A Nanny with varied “front line” experience can be just as good as his or her formally qualified counterpart.



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CREDIT CARD & CLIENT AGREEMENT FORM

(Fax to +44(0) 20 7937 1027)

I confirm that the information I have given to Kensington Nannies is accurate and acknowledge that I have read carefully and agree to the fee structure and terms of business now and in any future dealings with the agency, I understand that I have a guarantee period of 12 weeks on a long term placement and that if I cancel my request for a replacement there is no refund.

I also understand that the terms as laid out by Kensington Nannies is a contract governed by English Law.

Signed.....Date.....

*(To complete this form on screen for print out and faxing or email complete each question and press the tab key)*

**Signature:**

**Date:**

**Address:**

**If the position you are offering is in the USA please confirm below confirming that you will obtain the appropriate visas and if possible fax or e mail this page signed back to the office on 020 7937 1027**