



Professional Placement Services

Established in 2002.

Douglasdale office

Cell: 0832705060

Fax: 0866 824 927

E-mail: hayley@proplacements.co.za

REQUIREMENTS FORM FOR CLIENT FAMILY:

Please complete the following information and return this form to us via e-mail/fax. Please fill in form accurately so that we may assist you to the best of our ability. Please feel free to contact us if you prefer to give us your requirements telephonically.

Please note: Once this form has been returned to our offices we will start the placement process immediately. If we have candidates that may be suitable we will have them contact you to set up an interview.

We would appreciate it if you could let us know should you want us to stop the search for a suitable person.

Client information:

First Name: _____

Surname: _____

Contact cell no: _____

Home no: _____

Work no: _____

Fax no: _____

E-mail: _____

Identification no: _____

Physical Address: _____

Postal Address: _____

Child information (if applicable):

Name	Age	Sex	School
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Times & days candidate is required:

Day:

Time:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

What are the duties of the candidate? Please include any special requirements?

Do you require a female or male candidate?

Do you have a preference to the race or religion of the candidate? _____

Do you have an age preference for the candidate? _____

Language preference? _____

Do you require the candidate to work over the weekends?

Do you prefer to pay an hourly rate or fixed salary? Please specify if you are working on a certain salary or rate? _____

Do you require the candidate to work in the school holidays?

When do you need the candidate to commence employment? _____

Do you require a candidate on a permanent (continuous basis, longer than 6 weeks), temporary (one day to 6 weeks) or babysitting basis?

If you require a temporary candidate, please specify dates the candidate must be available:

Do you require the candidate to have her/his own car? (Please be advised that our domestic nannies do not always have their own cars) _____

Do you have a car that the candidate would be able to use?

Do you require the candidate to Live in?

Where did you hear about Au Pair Professional Services?

By completing and returning this form, you the client are accepting our Terms and Conditions and the person responsible for the account is aware of our fee structure.