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**Staff placement & staff management**

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|  | **Mailing address:  Postfach 1209  D-61124 Nidderau / Hessen** *Tel.:+49 (0)* *180 - 3000890*  *Fax: +49 (0) 180 - 3000810*  *Mo – Fr 9 – 19:00*  *E-Mail:* [*info@consu**ltin**g-home-garden.de*](mailto:info@consulting-home-garden.de)  *Homepage:* [*www.connsulting-home-garden.de*](http://www.connsulting-home-garden.de) |

### Candidate Profile

# I am applying as a

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Executive housekeeper m/f |  | Child care/Governess m/f |  | Butler m/f |
|  | Housekeeper m/f |  | Nurse m/f |  | Bodyguard |
|  | Live-in housekeeper/Child care |  | Housekeeping / Caretaker couple |  | Gardener m/f |
|  | Matron |  | Chauffeur m/f |  | Cook m/f |
|  | Private secretary m/f |  | Allrounder m/f |  | Maternity Nurse |

**Personal details:**

|  |  |
| --- | --- |
| Family name, first name: |  |
| Address: |  |
| Telephone: |  |
| Fax: |  |
| Cell phone: |  |
| E-Mail:  Skype: |  |
| Age / Sex |  |
| Nationality: |  |
| Civil status: |  |
| For non-EU citizens: Do you have a residence permit? ( What kind?) |  |
| Do you have children?  (number + age) |  |

## Languages

|  |  |  |  |
| --- | --- | --- | --- |
| Fluent, oral & written | Very good | good | littel – none |
| German |  |  |  |
| French |  |  |  |
| Italian |  |  |  |
| English |  |  |  |
| Spanish |  |  |  |
| other |  |  |  |

# Miscellaneous

|  |  |
| --- | --- |
| Do you have a driver’s license? |  |
| Do you have a car? |  |
| Would you be happy to work in a home with pets? |  |
| Would you be happy to work in a home with children? |  |
| Are you a smoker/non-smoker?  Do you have any allergies or illnesses we should know about? |  |

## Professional Qualifications

|  |  |
| --- | --- |
| Have you already worked in someone else’s home? |  |
| **Time frame:** | **Employer:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skills | very good | good | average | none |
| Cooking: what kind? |  |  |  |  |
| Cleaning |  |  |  |  |
| Laundry |  |  |  |  |
| Shopping |  |  |  |  |
| Sewing |  |  |  |  |
| Service |  |  |  |  |
| Garden work |  |  |  |  |
| Pet care |  |  |  |  |
| Care of antiques |  |  |  |  |
| Care of silver |  |  |  |  |
| Driving |  |  |  |  |
| Child care |  |  |  |  |
| Care of high-maintenance persons |  |  |  |  |

|  |  |
| --- | --- |
| Which representative duties have you already carried out in a private household? |  |
| Care of guests and front-of-house |  |
| Accompanying employer(s) on trips |  |
| Minor secretarial duties |  |

## Job description

|  |  |
| --- | --- |
| **Which duties would you be happy to take on?** |  |
| Care of the home |  |
| Cooking |  |
| Laundry and care of fine wardrobe |  |
| Representative duties, travelling capacity |  |
| Child care: if yes, what aged children? |  |
| Care of high-maintenance persons |  |
| Pet care |  |
| Driving |  |
| Gardening |  |
| Home automation |  |
| Shopping |  |
| Other |  |

|  |  |
| --- | --- |
| Desired starting date: |  |
| Are you currently employed? If so, what is your notice period? |  |
| Are you flexible about work times, or would you prefer a fixed schedule? |  |
| How many hours a week would you like to work? |  |
| Where would you like to work, or are you flexible? |  |
| Are you willing to travel with your employer? |  |
| Would you be willing to live-in, in a separate flat? |  |
| Would you be willing to work overtime for time off in lieu? |  |
| Your salary expectations / month /net amount (with room & board taken into account): |  |

## Other qualifications

|  |  |  |
| --- | --- | --- |
| Do you have experience in other fields?  From when to when? | Capacity | Employer |
|  |  |  |
|  |  |  |
|  |  |  |

## References, certificates and employment referrals

|  |  |  |
| --- | --- | --- |
| Do you have references, certificates or employment referrals? | yes | no |
| May we contact your references by phone? | yes | no |

**Other remarks**

|  |
| --- |
|  |

**Additional information**

Do you have any chronic or incurable diseases?

no yes, which

Were you or are you ill to such a degree that you may not be able to carry out the proscribed tasks pertaining to your potential employment?

no yes, because

Disability?

no yes, %

Job-related injury?

no yes; type of injury

Are you being prosecuted? ..Have you ever been prosecuted?

no yes no yes

Order of attachment and transfer of garnished clause, wage assignment, garnishment of support payments? Or can these be expected?

no yes

Can you claim that your personal finances are in order?

no yes

1. I agree not to share with third parties the personal details of clients (names and addresses), with whom I am in contact **without** the approval ofConsulting Home & Garden, and in particular not to forward these to relatives and acquaintances (breach of the data privacy act).
2. I agree to share with Consulting Home & Garden my decision immediately following an interview, and to present myself honestly and correctly towards the client.

Additional conditions:

1. If the candidate is in possession of a placement voucher from the Department of Labor, and in the case of a placement or permanent employment contract, the agency may claim the amount of the voucher as a commission from the potential employer.  
 (Starting with the 6th week of unemployment, a placement voucher may be claimed, valid as of 01.2005).

2. After the signing of an employment contract, or a preliminary agreement (in writing or oral), the candidate agrees to send a copy of same to the agency Consulting Home & Garden immediately by fax, email or post, or to notify the agency of same in advance. Should the candidate conceal from the agency a concluded employment arrangement with a client proposed by the agency, or make false statements about the appointed salary to the client’s benefit, the candidate subjects him/herself to a penalty clause in the amount of the lost commission.

I hereby declare my agreement to the conditions and assure you that my statements are truthful. I will apprised the agency of any changes immediately. I acknowledge that any false statements entitle the employer to terminate the employment contract with no notice.

Place, Date