

# Consulting Home & Garden

Staff placement & staff management

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## 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?	
<b>Time frame:</b>	<b>Employer:</b>

<b>Skills</b>	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**

<b>Which duties would you be happy to take on?</b>	
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	
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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 \_\_\_\_\_

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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 \_\_\_\_\_

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Disability?

no       yes, \_\_\_\_\_ %

Job-related injury?

no       yes; type of injury \_\_\_\_\_

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Are you being prosecuted?

no       yes

..Have you ever been prosecuted?

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 of Consulting 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 apprise the agency of any changes immediately. I acknowledge that any false statements entitle the employer to terminate the employment contract with no notice.

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Place, Date