

# Consulting Home & Garden

Staff placement & staff management

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## You are looking for qualified domestic staff

In order for us to select the best possible candidates for you, we require some pertinent details which you are kindly asked to enter in the **following questionnaire / Job description**. At the end you may add any unaddressed areas under „Other Remarks“.

Please send this completed questionnaire, a signed copy of the Declaration of Consent and the placement contract to us by email, fax or the post. Once we receive these documents we will immediately begin our staff search for you.

We look forward to a successful collaboration and thank you for your trust.

With best wishes

Your team at Consulting Home & Garden

## Staff search for clients

### We are looking to hire

Executive housekeeper m/f		Home sitter m/f		Housekeeper m/f		Cleaning woman	
Babysitter m/f		Qualified nurse		Governess		Infant nurse	
Nurse m/f		Companion		Nanny		Maternity Nurs	
Administrative couple		House manager/ PA		Concierge		Caretaker couple	
Chauffeur		Butler		Gardener m/f		Cook m/f	
Private secretary m/f		Allrounder		Hotel staff		Yacht staff	
Bodyguard		Matron		.....		.....	

### Details of the household

Family name, first name, company	
Address / Residence	
Telephone (private, business):	
Telefax (private, business):	
Cell phone:	
E-Mail:-Skype	
Homepage:	
Profession:	
Children (number, age):	
Household pets	
Languages/Language spoken at home	

Is the home/business easy to reach with public transportation?	
How far away is the nearest bus/train stop?	
Do you travel often?	
Do you travel with/without staff?	

Will the employee often be left alone?	Yes	No
Should the employee live out, namely undertake finding accomodation on his/her own?	Yes	No
Are you making any of the following available to the employee:		
< a separate room / size in sqm / furnishings	Yes	No
< a separate bathroom	Yes	No
< a separate entrance / a separate flat / size in sqm / furnishings	Yes	No
< a car ( is a driver's license essential? )	Yes	No
	Yes	No

### Conditions of Employment

<p>Which of these are to be the employee's primary duties?</p> <p>Care of the house, laundry, cooking, watching the children, driving, gardening, caring for a high-maintenance person, assuming the complete organization of the household, managing staff on site, service and hospitality of guests (VIP), size in sqm of the living space in the house....</p>
<p>Desired starting date .....</p> <p>Temporary staff: for how long? .....</p>
<p>Working hours per week.....with/ without overtime.....</p>
<p>Desired starting time / days</p>
<p>Number of vacation days</p>

Salary proposal .....EUR / net..../ gross.....x 13 / 14 / 15 salaries per year

**About the candidate**

**Pre-requisites:**

Sex:	
Age:	
Which language(s) should the candidate speak?	
1.Should the candidate have a driver’s license? 2.Will a car be made available? 3.Will travel costs be reimbursed?	
Do you wish to receive a certificate of good conduct?	
Should the candidate be a smoker/non-smoker?	

**Desired Experience / Knowledge**

<b>Experience / Knowledge / Activities</b>	<b>very important</b>	<b>important</b>	<b>unimportant</b>
Cleaning the rooms: how many sqm?			
Cooking, what kind of cooking is preferred: Mediterranean, Italian, good home cooking, Thai, Vegetarian			
Shopping			
Laundry and care of fine clothing			
Sewing			
Gardening / how large is the garden in sqm.....			
Animal care /which animal(s).....			
Care of antiques, care of silver, artwork			
Experience in dealing with children			
Creative and intellectual encouragement			
Assistance with homework			
Preparation of meals			



<b>Experience / Knowledge / Activities</b>	<b>very important</b>	<b>important</b>	<b>unimportant</b>
Care of high-maintenance persons			
Care and service of guests (VIP)			
Representative duties			
Service (daily)			
Driving			
Personal protection			
Providing company			

**Other Remarks:**

**Additional conditions:**

After reaching an agreement—namely the signing an employment contract or preliminary contract (in writing or verbally)-- the client is obliged to submit a copy of same immediately to Consulting Home & Garden by fax, email or post, or to advise the agency of same by telephone within 2-3 days.

Should the client conceal from the agency an agreement reached with a candidate proposed by the agency, or provide a false salary declaration, the client is subjecting him/herself to a penalty clause in the amount of the evaded commission. The chosen candidate will be prohibited from assuming employment until the employment contract has been completed.

**I hereby declare my agreement with these conditions and authorize you to begin this staff search.**

.....  
Date

.....  
Signature