

*we train we place we care*

This form is used to register your details with CHARLTON BROWN® prior to a carer being matched to your needs and placed with you. Please complete the form in full, sign where indicated, and return to CHARLTON BROWN®, along with your registration fee as applicable. Options: Post to Level 2, 20 Wharf Street BRISBANE QLD 4000, fax to (07) 3221 6855 or email to [nannies@charltonbrown.com.au](mailto:nannies@charltonbrown.com.au)

**1a - Family Details (for family placement)**

Father's Name		Mother's Name	
Occupation:		Occupation	
Working Hours:		Working Hours	
Home Address:			
	Suburb:	State:	Postcode:
Phone Home		Fax	
Mobile Mother		Father	
Business Mother		Father	
E-Mail			
Emergency Contact	Name:	Relationship to Family:	
	Home:	Mobile:	

**1b – Organisation Details (for other placements)**

Organisation Name			
Organisation Address			
	Suburb:	State:	Postcode:
Contact Person		Title/Role	
Phone		Email	
Placement Address			
	Suburb:	State :	Postcode :

**2 – Children to be cared for**

Child 1 Name		DOB		Special Requirements	
Child 2 Name		DOB		Special Requirements	
Child 3 Name		DOB		Special Requirements	
Child 4 Name		DOB		Special Requirements	

If individual children to be cared for is unknown, approximate number and age range: \_\_\_\_\_

**3 – Carer/Placement Requirements**

<input type="checkbox"/> Nanny	<input type="checkbox"/> Mother's Help	<input type="checkbox"/> Nanny/House-Keeper
<input type="checkbox"/> Sole Charge	<input type="checkbox"/> Parent(s) at Home	<input type="checkbox"/> Mixture of Sole Charge & Parent's at Home
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual/Temporary/Babysitting/Crèche
<input type="checkbox"/> Live-In	<input type="checkbox"/> Live-Out	<input type="checkbox"/> Other: _____

Commencement Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Start/Finish times**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start							
Finish							

**Home environment**

Pets at home: Yes/No Smoking at home: Yes/No Religion: \_\_\_\_\_ Other: \_\_\_\_\_

**Live-in Carer privileges (as applicable)**

Own bathroom & toilet: Yes/No Phone Access Allowed: Yes/No Entertaining friends: Yes / No

Other privileges: \_\_\_\_\_

## Vehicle use during placement

No car required

Carer needs own car

Family/Organisation car available

## Details of Car Use

### Carer Duties

- Prepare and implement activities
- Plan and prepare children's meals
- Clean and tidy
- Accompany children to activities
- Bath and clothe children
- Supervise homework and chores
- Full baby care
- Wash and iron children's clothing

### Household Duties (if applicable)

- Parent/Adult laundry
- Prepare household meals
- Grocery shopping
- Mopping, sweeping, vacuuming, dusting
- Clean bathrooms, toilets, kitchen
- Washing dishes and disposal of garbage
- Pet related duties
- Pool care duties

Do you have a house-keeper? Yes / No

Will this change with the employment of a Carer? Yes / No

### How important is it to have your home clean and tidy?

very casual	1	2	3	4	5	6	7	8	9	10	meticulous
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### Other information relevant to this placement (ideal Carer personality, cultural environment, etc)

## 4 - METHOD OF PAYMENT

I agree to pay the nominated Registration Fee and my Charged Rate/Placement Fee (to be determined). Please select method of payment

- I will pay by cheque (payable to CHARLTON BROWN)
- I will pay directly into the CHARLTON BROWN Account (please contact CHARLTON BROWN® office for details)
- Please charge my credit card for registration fee only (details below)
- Please charge my credit card for registration fee and weekly invoices (details below)

Card Type: MC Visa Diners AMEX Name on card: \_\_\_\_\_

Credit card number: \_\_\_\_\_ 3 digit security code: \_\_\_ \_\_\_ \_\_\_ Expiry date: \_\_\_/\_\_\_/\_\_\_

Authorisation Signature: \_\_\_\_\_ Amount Charged: AUD\$ \_\_\_\_\_

### Conditions of Engagement of a CHARLTON BROWN® Carer

- The Registration Fee is a 'one off' joining fee covering administration charges for the processing of your application. Services are deliverable after payment of the Registration Fee is received.

#### LABOUR HIRE POSITIONS

- Nannies are employed and paid by CHARLTON BROWN® (CB). The family/organisation pays CB the negotiated rate.
- The family/organisation is to communicate directly with CBG on all matters pertaining to the Nanny's placement.
- CB will negotiate all employment and conditions on behalf of the nannies
- All positions are reviewed on a six (6) monthly basis, or on request
- CB issues receipts on confirmation of payment
- Failure to notify the agency at least 24 hours prior to booking of a position will incur a \$25 late fee. Cancellation of a position with less than 24 hours notice will incur a minimum charge of three (3) hours
- Minimum 3 consecutive hour per session charge applies to all positions
- The family/organisation agrees to permit the Workplace Health & Safety Representative from CB to, if required, inspect the place where care is to be provided for the purpose of complying with the Workplace Health & Safety Act and to complete a safety checklist. The family/organisation agrees to rectify any defects in the place of care which are discovered as a result of this inspection and to indemnify CB and its employees against any loss or damage which arises out of accidents & incidents which occur whilst a nanny or staff in the employment of CB is engaged under this agreement
- Should the family/organisation directly engage a nanny introduced by CB, outside the terms of this agreement, within eighteen (18) months of the placement of the nanny, a placement fee of four (4) times the weekly payment (or equivalent) is to be paid directly to CB
- In the case of the nanny using the family/organisation vehicle, the family/organisation is to ensure that this is covered by their own insurance
- CB takes no responsibility for personal property damage incurred whilst the nanny is working

#### PLACEMENT FEE POSITIONS

- The family/organisation agrees to pay CB the negotiated placement fee
- Failure to pay the placement fee within 14 business days will render the 3 month replacement guarantee void and unenforceable by the family/organisation

#### ALL POSITIONS

- All client and nanny introductions are confidential. Names, addresses and phone numbers must not be divulged to a third party. Infringements will be considered a breach of contract

Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_