

Family Registration Details

Please complete this registration form clearly, giving as much detail as possible, and then return it to us. Any questions please contact Adèle on 020 8466 7658 or by email to: adele@childcareunlimited.net Information from this form will be used to tell applicants about the position you have available.

Personal Contact Details

Father / Dad / Daddy	Mother / Mum / Mummy
Name	Name
Work number	Work number
Mobile number	Mobile number
Home address	Postcode
Home phone no.	Fax number
Email address	
Do you use email regularly? Yes / No	

Children

	Sex
Full Name	Date of Birth B / G
Full Name	Date of Birth B / G
Full Name	Date of Birth B / G
Full Name	Date of Birth B / G
Full Name	Date of Birth B / G
Do any of your children have any illnesses, allergies, special dietary requirements or special needs? Yes / No	
If yes, please give details	

Are you expecting any new additions to the family? Yes / No
 If yes, how many? and when is/are the new addition/s due to arrive?

Pets Do you have any pets? Yes / No If yes please give type.....

The Nanny Will your nanny

Be required to drive? Yes / No / Preferred Is a car available for nanny's use?

Make and model of car? Gearbox? Manual / Auto

Would you be happy with..... A Vegetarian? Yes / No A Smoker? Yes / No

A Nanny Share (Where your nanny looks after your child and another child from another family) Yes / No

A Nanny who has his/her own child (Where your nanny looks after your child and their own child) Yes / No

Your Nanny's job description

Permanent / Temporary	Full Time / Part Time	Daily / Live In
Required Start Date		
Term of employment to end (if temporary)		
Hours	Start am / pm	End am / pm
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Total hours a week

Will your nanny be expected to work on bank holidays? Yes / No

HELP! How do I calculate net wages? Rough Guide – The gross figure you pay each week is made up of your Nanny's wage plus Income Tax plus National Insurance (NI) plus an Employers N.I. contribution. To work out how much the nanny will take home just put his/her Gross Weekly Figure (GWF) into the following formula. N.B. this formula is based on a standard tax code of 474L. Your nanny's tax code may differ from this. The first £91.33 of a nanny's weekly wage is tax and NI free. The next £38.85pw (£2,020pa) is taxable at 10%. The next £564.98pw (£29,379pa) is taxable at 22%. N.I. at 12.8% (Employer contribution) and 11% (Employees contribution) also need to be deducted from GWF after tax free element has been deducted. P.T.O.

TAX CALCULATION

£GWF – £92.00 = A (taxable amount). £38.85 x 10% = £3.88 (tax). A - £38.85 = B (taxable at 22%)
B x 22% = C (tax). £3.88 + C = D (total tax payable)

NATIONAL INSURANCE CALCULATION

£GWF – £92.00 = F (N.I. liability amount). F x 12.8% = G (Employer N.I.), F x 11.0% = H (Employee N.I.)
G + H = J (Total N.I. liability).

FINAL FIGURE: D + J = L (Total tax and N.I. deductions). £GWF – L = M (Wage net of Tax and N.I.)

Boffin's Quote – If you would like to know EXACTLY how much the net figure works out to be **call The Inland Revenue New Employer Helpline on 08456 070 143 with your nanny's tax code.** They are really friendly and very helpful.... HONEST !

Net Pay offered £per week (Nanny's take home pay after Income Tax and National Insurance deducted.) N.B. Nannies are entitled to 4 weeks paid holiday a year.
Other benefits (i.e. Sole use of Car, Travel Card, Bus pass, petrol allowance, phone card, Gym membership etc)

Nanny's Responsibilities

Please give details of your nanny's **childcare duties** during a typical term time week.

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Time it takes to children's school or nursery by car / bus / foot

Please give details of your nanny's **childcare duties** during a typical school holiday week.

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Please give details of your nanny's weekly **nursery duties.**

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Please provide any additional information that you feel would give an applicant a clearer picture of your family and the position you are offering.

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Please complete your credit card details below, as they are required for your registration.

No payments will be taken without your prior consent.

Card Type: Amex / Delta / Mastercard / Solo / Switch / Visa
Card Number: **3 digit No. on reverse** **Valid from:**/.....
Account holder's name: **Expiry date:**/..... **Issue No.**
Account holder's address (if different from home address):
..... **Post Code**

Do you agree to the information contained in this document being passed on to suitable candidates? Yes / No

How did you find / hear about us?

Please sign and date to confirm having read and agreed our Terms and Conditions and fee structure.

Signature

Name printed

Date

The Nanny – Live In Only

Please describe your Nanny's accommodation. Contains – Single Bed? Yes / No Double Bed? Yes / No,
Wardrobe? Yes / No, Desk? Yes / No, Chest of Drawers? Yes / No, TV? Yes / No, Radio? Yes / No,
CD player? Yes / No, No. of chairs Other info:

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Will he/she have his/her own bathroom? Yes / No / Share with

Which meals will your nanny take with the whole family and which with just the children?

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Will your nanny be..... Expected to join in family activities?

Included on family holidays?

Allowed to entertain friends after work?

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