



Dear Prospective Client:

The Hazel Agency has specialized in the placement of quality household staff since 1996. We pride ourselves on our integrity, stability and the service we provide our clients. Our placement philosophy centers on providing you the most qualified candidate possible to meet your needs and expectations.

All candidates represented by The Hazel Agency are personally interviewed and evaluated by my staff. A private investigation company contracted by our agency criminally screens all of our candidates. Our screening process may include the following procedures:

Employment Eligibility Verification	Character Reference Check
Previous Employment Verification	Motor Vehicle Report
Previous Employer Reference Check	Drug Screening
Criminal History Investigation	

We want you to be happy with our placement. If you are not satisfied with the individual placed with you at any time during the first six (6) months, The Hazel Agency will conduct a second search at no extra charge. Our Questionnaire is lengthy, but it is important to provide as much information as possible about the position and the type of personality you are seeking to help in the selection process.

Please fax or mail the Client Questionnaire and Placement Contract in order to activate the search for your domestic professional.

Again, thank you for your interest in The Hazel Agency. We hope we can assist you in filling your domestic needs.

Sincerely,

Gaye Antonio
President



HOUSEHOLD TITLES AND SALARIES

(You may combine any of the positions listed below to suit your individual needs)

www.thehazelagency.com

CHILDCARE POSITIONS

- NANNY** A childcare professional who is responsible for the care of your children in your home. Duties are generally restricted to childcare and the domestic tasks related to childcare. May or may not be professionally trained, though often has a great deal of actual experience. Light housekeeping as it pertains to the children is done in conjunction with childcare.
Approximate Salary: \$15.00-\$18.00 per hour
- BABY NURSE** Professionally trained or highly qualified to care for the mother of a newborn. They are usually skilled in pediatric care, or trained as a midwife or nurse.
Approximate Salary: \$15.00-\$25.00 per hour
- GOVERNESS** Educationally qualified person to teach school age children. Functions as a teacher and is not usually concerned with domestic work or the physical care of younger children.
Approximate Salary: \$31,200-\$50,000 per year

MANAGEMENT AND HOUSEKEEPING POSITIONS

- HOUSE MANAGER** Experienced in running a household without supervision. Duties include housekeeping, laundry, errands, grocery shopping, cooking, childcare, or basically whatever needs to be done, or that one individual "who can do it all".
Approximate Salary \$35,000-\$60,000 per year
- HOUSEKEEPER** Experienced in performing all or most of the household duties.
Light Housekeeping-Tasks that are done on a daily basis to keep up with the high traffic areas, (kitchen, children's room, playroom and/or family room). Usually done in conjunction with childcare.
Moderate Housekeeping-Overall responsibility for cleaning the house (washing dishes or loading dishwasher, mopping, vacuuming, dusting, polishing furniture, making beds, changing linens, cleaning bathrooms, laundry, ironing and keeping track of cleaning supplies on hand).
Heavy Housekeeping-In addition to the moderate housekeeping, responsible for cleaning baseboards, window blinds, light fixtures, buffing floors, etc.
Approximate Salary \$15.00-\$20.00 per hour
- HOUSEMAN/
HANDYMAN** Knowledge of general maintenance. Duties include heavy housekeeping, changing light bulbs, painting, light yard work and other odd jobs around the house.
Approximate Salary \$31,200-\$42,000 per year
- LAUNDRESS** Experienced in washing, ironing, or pressing family clothes and household items.
Approximate Salary \$15.00-\$20.00 per hour

MANAGEMENT AND HOUSEKEEPING POSITIONS (CONT.)

BUTLER	Formally trained or highly experienced. Supervises and coordinates activities of household employees. Receives guests and announces guests, answers telephone, sets the table, serves meals and drinks, and performs various personal services. <i>Approximate Salary \$55,000-\$120,000 per year</i>
MAJOR DOMO/ ESTATE MANAGER	Responsible for the care of an estate and properties, (overall care usually has the Major Domo responsible for the inside care and the Estate Manager is usually responsible for the outside property care or major construction). Provides continuity of staff, service and personal needs between all properties. Duties might also include seeing to guests of the estate, managing financial accounts, and being a personal assistant to the employer. <i>Approximate Salary \$85,000-\$200,000 per year</i>
PERSONAL ASSISTANT	Works directly with the employer or could be of service to the House Manager, Butler or Estate Manager. Duties include caring for house guests needs and requests, arranging of events/parties, personal shopping, handling personal correspondence, keeping family calendar and appointments. <i>Approximate Salary \$31,200-\$80,000 per year</i>
COUPLE	Experienced in household operations. For an informal couple, duties include: for the man, general house and grounds maintenance, handyman for odd jobs, heavy housekeeping and will occasionally act as a driver. For the woman, housekeeping, staff management and household operations. Formal Couple, man is a butler, and one may be accomplished cook or chef. <i>Approximate Salary \$60,000-\$120,000 per couple</i>

OTHER HOUSEHOLD POSITIONS

COMPANION	Experienced in elderly care and possible certified nursing assistant. This non-medical care helps older persons with many tasks associated with keeping a home or household. Simple health tasks are usually included, such as taking blood pressure and temperature and helping with self-administered medications. <i>Approximate Salary \$12.00-\$15.00 per hour</i>
COOK	Experienced in and around a kitchen. May or may not have professional training. Duties include planning menus, grocery shopping, organizing kitchen supplies, food preparation & clean up. <i>Approximate Salary: \$15.00-\$20.00 per hour</i>
CHEF	Professionally trained. Duties include preparation of meals for family, plan and prepare food for parties and functions, grocery shopping & directs the operation of the kitchen and serving. <i>Approximate Salary \$35,000-\$80,000 per year</i>
VALET	His main responsibility is the care and maintenance of the employer's personal belongings. He will lay out his clothes for him in the morning and help him get dressed properly. <i>Approximate Salary \$35,000-\$60,000 per year</i>
CHAUFFEUR	Experienced with all aspects of the operation of an automobile. Duties include driving and maintaining the appearance of the family's automobiles, scheduling routine maintenance, opens and closes the doors for employers and run errands. <i>Approximate Salary \$30,000-\$50,000 per year</i>



Date: ____ / ____ / ____

CLIENT QUESTIONNAIRE

Client Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Subdivision Name: _____

Home Phone: _____ Cell Phone : _____

Home Fax: _____ E-Mail: _____

Employer: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Work Number: _____ Work Fax: _____

Spouse's Name: _____ Employer: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Work Number: _____ Work Fax: _____

Spouse's E-Mail: _____

Are you a single parent? Yes No

The care is for: Age: School/Daily Schedule: Special Needs/Concerns:

Other person(s) living in household: Name: _____

Relationship: _____

Name: _____

Relationship: _____

Special circumstances in your home (emotional, illness):

Household Information:

Do you have pets? Yes No
If yes, please give a brief description: _____
Where are your pets kept? Indoors Outdoors Both
Will care be required for your pet/s? Yes No
If yes, please explain: _____
Do you have a swimming pool? Yes No
Does anyone in the home smoke? Yes No
Do you currently employ other help in the home, (i.e., cleaning services, etc.)? Yes No
If so, how often? _____ Do you plan to continue this service? Yes No

Approximate square footage of your home: _____ Number of levels: _____
Number of rooms: _____ Number of bedrooms: _____ Number of bathrooms: _____
Cottage/Garage Apt: Number of rooms: _____ Number of bedrooms: _____ Number of baths: _____
Vacation home or other properties? Yes No

Please give the name(s) and telephone number(s) of any previous or existing household staff you have employed in the past two (2) years.

Name: _____ Employed from: _____ to _____

Reason for leaving or termination: _____

Telephone Number: _____

Name: _____ Employed from: _____ to _____

Reason for leaving or termination: _____

Telephone Number: _____

Do we have permission to call them? Yes No

If not explain why: _____

How did you hear about our agency? _____

What other means of finding help are you currently exploring? _____



Job Description Form

Start Date: _____

Position: _____

Full Time
 Part Time
 Live In
 Live Out

Days and Hours Needed:

Monday _____ Friday _____

Tuesday _____ Saturday _____

Wednesday _____ Sunday _____

Thursday _____ Flexibility Essential? Yes No

If yes, please explain _____

Salary:

Pay range (gross wages/week): **(Check all that apply)**

\$300-\$400
 \$400-\$600
 \$600-\$800
 \$800-\$1,000
 Other \$ _____

Specify method and frequency of salary payment: _____

Positions(s) Needed: (Check all that apply)

<input type="checkbox"/> Nanny	<input type="checkbox"/> Baby Nurse	<input type="checkbox"/> Governess
<input type="checkbox"/> House Manager	<input type="checkbox"/> Housekeeper	<input type="checkbox"/> Houseman
<input type="checkbox"/> Major Domo	<input type="checkbox"/> Butler	<input type="checkbox"/> Estate Manager
<input type="checkbox"/> Personal Assistant	<input type="checkbox"/> Valet	<input type="checkbox"/> Chauffeur
<input type="checkbox"/> Chef/Cook	<input type="checkbox"/> Laundress	<input type="checkbox"/> Couple

Service(s) Needed: (Check all that apply)

<input type="checkbox"/> Childcare only	<input type="checkbox"/> Infant Care Only	<input type="checkbox"/> Childcare/Light Housekeeping
<input type="checkbox"/> Carpooling	<input type="checkbox"/> Grocery Shopping	<input type="checkbox"/> Childcare/Moderate Housekeeping
<input type="checkbox"/> Errands	<input type="checkbox"/> Pet Care	<input type="checkbox"/> Plant Care
<input type="checkbox"/> Housekeeping Only	<input type="checkbox"/> Laundry	<input type="checkbox"/> Ironing
<input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy <input type="checkbox"/> Family <input type="checkbox"/> Children		<input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy
<input type="checkbox"/> Elder Care	<input type="checkbox"/> Basic Cooking	<input type="checkbox"/> Gourmet Cooking
<input type="checkbox"/> Event Planning	<input type="checkbox"/> Daily <input type="checkbox"/> Occasional	<input type="checkbox"/> Flower Arrangements
<input type="checkbox"/> Hire Staff	<input type="checkbox"/> Supervise Staff	<input type="checkbox"/> Household Budget
<input type="checkbox"/> Other (Explain): _____		

Skills Required: (Check all that apply)

CPR
 First Aid
 Life Saving
 Swimmer

Does the employee need to have a driver's license? Yes No

Do they need to have a car? Yes No

Is there access to public transportation? Yes No

Will the employee be expected to drive as a part of his/her duties? Yes No

If yes, will a car be provided on the job? Yes No

Benefits: (check all that apply)

- Paid legal holidays after _____ months of employment (*suggestions: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Day, and possible one additional day, i.e. Martin Luther King, and/or birthday.*)
- _____ Paid sick days after _____ month(s) employment.
- _____ Paid vacation after _____ month(s) of employment. (*The employee should not be expected to take their vacation when your family takes theirs unless it is mutually agreed upon. It is standard for the employee to receive their usual salary when their employer is out of town.*)
- Overtime pay for working over _____ hours per week.
- Guarantee of salary when not needed or family is out of town.
- Bonus after _____ months of employment.
- Review/raises after _____ months of employment.
- Health Insurance.
- Dental Insurance.
- Retirement Plan.
- Paid continuing education (including CPR certification. etc.).
- Car available to use ON the job.
- Car available to use OFF duty.
- Automobile Insurance.
- Mileage reimbursed at current IRS Mileage Rate.

For Live-in Accommodations: (if applicable)

- Separate detached apartment/cottage located: _____
- Private room with bath available for personal use seven (7) days a week.
- What area of the home are the quarters located? _____
- Furniture for room/apartment.
- Private entrance.
- Television.
- Cable.
- Private phone line.
- Meals to be taken with the family.
- Meals to be taken separately.
- Allow visitors when off duty.
- Allow employees the option to either stay or leave the house during time off.

In the event of the employee's termination, which of the following are you prepared to offer?

- Be prepared to give two (2) weeks notice, if appropriate.
- Be prepared to give two weeks salary, if appropriate.
- Do not feel notice of salary would be appropriate.

Qualifications For The Employee

What criteria do you prefer of your future employee?

- Raised Own Family
- Verified Experience
- Educational Background

What are your ideal educational requirements for an employee?

- Attended High School
- High School Diploma
- Some College
- College Degree
- Foreign Language. If so, which language _____
- Specialized Training

What qualities are you looking for in your employee?

- Outgoing
- Reserved
- Take Charge
- Sense of Humor
- Non-Smoker
- Other (explain)

Relationship With The Employee

What type of relationship do you want to have with your employee?

- Member of the Family
- Employee/Employer Relationship
- Depends on the Individual

Employee should be willing to work?

- Unsupervised
- With one or both Parents

Is the employee expected to answer the phone?

- Yes (If yes, how would you like the phone answered?) _____
- No

How will meals (lunch/dinner) be handled?

- Employee should bring his/her own to work
- Employer will provide

Is the employee required to wear a uniform?

- Yes
- No

Please review the Client Questionnaire and Job Description Form. I/We certify that the information above is true and complete. Once we have received the questionnaire, signed contract and the registration fee of **\$200**, *The Hazel Agency, Inc.* will then begin the search for your domestic professional who fits the job requirements listed.

Client Signature

_____/_____/_____

The Hazel Agency, Inc.

PLACEMENT CONTRACT

This Placement Contract (this "Contract") is between The Hazel Agency, Inc. ("Hazel") and the client(s) whose name and address appear below ("Client").

Hazel is a domestic placement agency specializing in the placement of various types of domestic help, specifically childcare providers, housekeepers and elderly care (such domestic help to be hereinafter referred to as "Candidate") and Client desires Hazel to search for a Candidate filling the position described in the attached Client Questionnaire. The parties agree as follows:

- 1. INFORMATION:** Client agrees to provide Hazel with information relative to the type of employee desired, requirements for the position, number of days per week needed and salary information. Client further agrees to schedule interviews of candidates selected by Hazel solely through Hazel. Client also understands and agrees that all information provided to Hazel is not confidential, and that it shall be used to match Candidates to the Client's job description thus becoming the exclusive property of Hazel. Hazel will provide background screenings through an outside company of all Candidates except those who are placed temporarily under paragraph four (4) below. Client agrees that all reports on prospective Candidates given by Hazel will be kept confidential.
- 2. REGISTRATION:** In order to initiate the process, a non-refundable registration fee of Two Hundred and No/100 Dollars (\$200.00) is required from Client. Hazel agrees to utilize its best efforts to search for a suitable candidate. As part of this search, Hazel shall interview suitable Candidates and verify furnished references. Client agrees that if Client hires any Candidate introduced by Hazel within one (1) year of the date of introduction, then Client agrees to pay Hazel the fee required by paragraph three (3) below. This obligation shall apply (i) to any referrals of Candidates to friends, neighbors or family members of Client, and (ii) to any referral by Candidate to another Candidate which is represented by Hazel.
- 3. PLACEMENT FEE:** In consideration of the referral provided by Hazel, Client hereby agrees to pay a placement fee for the Candidate after a two (2) week trial period in the amount of (i) fifteen percent (15%) of the projected annual salary based on 52 weeks for all live-out and twenty percent (20%) for all live-in employees and placements outside of Georgia or (ii) a minimum placement fee for live-out employees of Five Hundred and No/100 Dollars (\$500.00) and a minimum placement fee for live-in employees of One Thousand and No/100 Dollars (\$1,000.00), whichever is greater. This non-refundable fee is due and payable in full after the trial period. In the event the Client employs the Candidate referred by Hazel on the basis of certain number of days per week, and the Client increases the number of days per week, an additional fee shall be paid by the Client. For the purposes of this placement contract, "projected

annually salary" shall include but not be limited to; all housing furnished by Client; all housing allowances and/or health insurance paid to or on behalf of Candidate by Client; signing bonuses paid to or on behalf of Candidate; and any other tangible items paid or given to Candidate as a condition of employment.

- 4. OPTIONAL TEMPORARY PLACEMENT:** At the Client's request and at the option of Hazel. Hazel may provide for Client a temporary Candidate during the period of time that Hazel is searching for a Candidate to fill Client's needs. Hazel has the option of charging Client a fee of no more than twenty and No/100 Dollars (\$20.00) per day for this service.
- 5. REPLACEMENTS:** If the employment of Candidate is terminated within six (6) months of the permanent start date, Hazel agrees to conduct one (1) replacement search on behalf of Client without charge. Hazel is not obligated to undertake such additional search unless (i) all fees due Hazel under this Contract have been paid in full within the time period provided by this Contract and (ii) the actual work required of the Candidate does not differ from the requirements set forth by the Client Questionnaire, unless such changes have been approved in advance and in writing by Hazel and the Client. If the replacement Candidate's salary is increased from that paid the initial Candidate, an additional fee representative of the salary difference shall be paid by Client to Hazel.
- 6. LIABILITY:** Notwithstanding any provision to the contrary, Client expressly acknowledges and agrees to release, indemnify and hold Hazel harmless for any and all acts or omissions by Hazel with respect to the placement of any Candidates, including but not limited to, any and all acts and omissions of Hazel with respect to the screening, investigation of references and placement of any Candidates pursuant to this Contract. Client expressly acknowledges and agrees that Hazel is not the employer of Candidate. Client warrants and represents that Client shall be fully and solely responsible for any and all wages paid, taxes and social security to be withheld, insurance and any other liability in connection with the employment relationship established between the Candidate and the Client.
- 7. LATE PAYMENT:** Any payment due to Hazel which is not timely paid in full shall bear interest at eighteen percent (18%) per annum until paid. In addition, any payment not received within ten (10) days of the date when due shall be assessed a late charge of five percent (5%). Should any account require collection by an attorney, Hazel shall be entitled to collect fifteen percent (15%) of all sums due as attorney's fees.
- 8. MISCELLANEOUS:** No change, alteration, addition or deletion to this Contract will be effective unless in writing and executed by the parties hereto. This Contract shall be governed by Georgia law. The provisions of this Contract are severable, and if any provision of this Contract is held to be invalid or unenforceable, the invalidity or unenforceability thereof shall not be construed to affect any other provision. If there is more than one Client, each shall be liable jointly and severably hereunder.

Client

Client

Names (Print)

Address: _____

Telephone No.: _____

The Hazel Agency, Inc.

By: _____
President

Date