



NECESSARY NANNIES

NANNY PORTFOLIO Requirements

- **Introductory letter to family from nanny.** Tell a little about yourself, why you enjoy working as a nanny, and what you have to offer a family. A friendly and concise, one-page letter is sufficient. Please proofread it carefully and bring it to your interview if possible, or email it to our office to karla@necessarynannies.com.
- **Application and Release Signed** (submit online if possible)
- **Child Care Resume:** Please proofread carefully and print out on quality paper or email it to our office.
- **References as requested on application.**
- **Essay Questions:** Click on menu to download and print. Again, you may bring it to your interview if possible, or email it to us at karla@necessarynannies.com.
- **Background Check** (City of Boise, Idaho State Police, Health and Welfare or other within last 12 months) Call our office if you need specific resources to obtain a new background check.
- **DMV Record:** Call the Idaho DMV at 334-8000 or go to www.accessidaho.org to obtain instantly on-line. Cost: \$5.50
- **Record of child development credits/classes/degree completed:** This may be included on resume.
- **Social Security card photocopy**
- **Driver's License photocopy**
- **Auto Insurance and Registration photocopies**
- **CPR and First Aid Certification photocopy.** For classes, call Idaho Caregivers Academy at 288-2153 or CPR Connection at 321-4744 or ABC Lifeline at 323-2343 or CPR Lifeline at 376-5600 or the local hospitals.
- **Photos:** One individual and one or two interactive / with children. You may email digital photos or we'll scan your photo and return it, if you like.
- **Agency Interview:** We will schedule this after approval of your application and references.
- **Family Interview:** This will be scheduled after your nanny portfolio is complete and a family requests to interview you.

Dear Nannies,

First, please complete the application and release and submit it online. Please call to confirm that we have received it. At that time, we'd like to chat with you about your child care experience, etc. and the kind of nanny position that interests you. Then you may proceed to complete the remaining items as soon as possible. The above items will become part of your professional nanny portfolio and be presented to families as they consider interviewing and hiring you. Our office phone number is 846-8411.