



NECESSARY NANNIES

NANNY PORTFOLIO ELEMENTS:

Please Note: Your complete file containing each item below will be presented to families seeking nannies, so please proofread the items and check for spelling, grammar, and punctuation errors before submitting. Your file will be their first impression of YOU!

- **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 show all childcare experience, dates, duties.
- **References** as requested on application.
- **Essay Questions:** You may bring it to your interview if possible, or email it to us at karla@necessarynannies.com. Please proofread carefully!!
- **Background Check:** Call our office if you need specific resources to obtain a new background check. Nannies pay for their own background checks.
- **DMV Record:** Call the Idaho DMV at 334-8000 or go to www.accessidaho.org to obtain instantly on-line. Cost: \$6.24 If you are from another state, call your state's DMV office to request your record. It's best to do this ASAP, because some states take two to three weeks to process your request.
- **Record of child development credits/classes/degree completed:** This may be included on resume.
- **Social Security card photocopy:** You may block out the actual number.
- **Driver's License photocopy:** You may block out the actual number for your protection.
- **Auto Insurance and Registration photocopies**
- **CPR and First Aid Certification photocopy.** For classes, call Boise CPR at 859-0644, Red Cross of Idaho at 800-853-2570, Guardian College at 321-4744, or CPR Lifeline at 376-5600 or the local hospitals. If your certification is expired, you will need to schedule a renewal class before we can refer you to a family but the class can take place anytime within thirty days.
- **Photos:** One individual and/or one or two interactive / with children, if possible. Please send digital photos by email.
- **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.