

Northwest Nannies Institute

11830 SW Kerr Parkway Suite 330; Lake Oswego, OR 97035

Phone: 503-245-5288 Fax: 503-245-761 Email: info@nwnanny.com

date _____

fee _____

Your application cannot be processed without a \$35.00 non-refundable application fee*

Session:

made payable to Northwest Nannies Institute. Check or money order will be accepted.

Fee will be refunded if applicant is rejected by Northwest Nannies Inc.

*Fee may be waived if applicant demonstrates financial need

Date of application: _____
month day year

Session for which you are applying: _____
month year

PERSONAL

Full Name: Mr Ms. _____
last first middle

Social Security # _____

If married, Maiden Name: _____

Mailing Address: _____
number/street/apt.# Telephone #
City State Zip Code Cell phone #
e-mail address

Date of birth: _____ *Place of Birth:* _____
Month/day/year city state

Are you a U.S. citizen?: _____ If you are not a U.S. citizen, do you have a:
Student Visa?: _____ Green Card?: _____
Other?: _____

Drivers License #: _____
Number State

Marital Status (circle one): Single Married Divorced Widowed

Number of Dependents: _____

Spouse's Name: _____

Occupation: _____

Place of Employment: _____ *Telephone* _____

Father's Name: _____

Occupation: _____

Place of Employment: _____ *Telephone* _____

Mother's Name: _____

Occupation: _____

Place of Employment: _____ *Telephone* _____

2. Employer: _____
Supervisor: _____
Address: _____
City State Zip Code Telephone #
Dates Employed: _____
From To

Responsibilities: _____

VOLUNTEER EXPERIENCE

List all volunteer experiences you have had over the past 10 years. Include name, address, and telephone number of the organization; name of your supervisor, job description and length of your service. Attach additional sheets if necessary.

1. _____

2. _____

HOBBIES/EXTRA CURRICULAR ACTIVITIES

OTHER INFORMATION

1. How did you first hear of Northwest Nannies Institute?: _____
2. Will you need housing while going to school?: _____
3. Will you have a car while attending school?: _____

I certify that the information I have given throughout the application process is true and complete to the best of my knowledge.

Signature: _____
Date: _____

**NORTHWEST NANNIES INSTITUTE
RECOMMENDATION FORM**

The following is to be completed by the evaluator:

Name of applicant _____
Name of evaluator _____
Position of evaluator _____
Institution/Business _____
Address _____
Telephone # _____

1. How long have you known the applicant?: _____

2. Please make a brief statement in the space below of your evaluation of the applicant. We are interested in the following: intelligence, personality, ability to work with others, ability to follow instructions, sense of responsibility, and any other pertinent information (continue on back if necessary).

3. Briefly comment on the applicant's promise for training and employment in the child care field (continue on back if necessary).

Signature: _____

Date: _____

The evaluator should return this form to:
**NORTHWEST NANNIES INSTITUTE
11830 KERR PARKWAY, SUITE 100
LAKE OSWEGO, OR 97035**

**NORTHWEST NANNIES INSTITUTE
File Completion Checklist**

The following information, that is marked, will be needed to complete your file :

___ * A picture of yourself

___ * A one page essay explaining "Why I Want to be a Nanny".

___ *A copy of your high school/college diploma and transcripts or GED certification

___ * Four letter of recommendation from past teachers, employers

*** A note from your doctor stating that you are in good health and have no communicable diseases.**

*** A police records check {which can be obtained from your state police dept.}.**

___ * A copy of your drivers license, birth certificate, and social security card.

___ * A DMV drivers report {which can be obtained from your local DMV}.

All application materials do not need to be submitted at the same time. If you have any questions or problems gathering this information please call me for assistance at 245-5288 (collect if needed). Once we have received this information you should receive a response from our acceptance committee.

NORTHWEST NANNIES INSTITUTE

NAME _____ SESSION

PHONE

ADDRESS

Application

Recommendation 1

Recommendation 2

Recommendation 3

Recommendation 4

Interview

Picture

Essay

H.S.Diploma

H.S.Transcripts

Dr.note

Police Check

DMV Check

Driver License

Social Security Card

Birth Certificate

Disclosure

I-9

Dear Future Nanny,

Northwest Nannies is pleased that you have taken the first step toward becoming a child care professional. We offer an excellent, state approved, top-of-the-line training program. We are proud of our deserved reputation as one of the finest institutions of its kind in the nation.

Students come from all over the country to attend NNI and they have obtained some of the most desirable jobs available in the childcare field. Right now the demand for professionally trained Nannies is incredible. NNI graduates definitely have the pick of some very exciting job opportunities, and can expect to earn **high salaries**.

Our small size allows us to promote supportive instructor-student relationships. Early "hands-on" experience in local family settings enables you to enjoy and practice your profession as you learn.

Upon graduation, NNI graduates become **Certified Professional Nannies** and receive free job placement, usually in the situation and city of their choice. Nannies can be live-in or live-out, or can use their skills to care for children in their own homes. After a short training program you can embark on a new and exciting career as a Certified Professional Nanny.

The NNI class schedule is designed to allow students to work part-time if needed. NNI also helps student locate housing. One housing option is our Host Family Program, in which students receive room and board, from a screened Portland-area family, in exchange for childcare.

NNI works out individual payment plans to accommodate each student's needs. Federal financial assistance is available to qualified individuals. We feel that the cost of training should not keep you from embarking on an exciting career as a Professional Nanny.

Enclosed you will find a school application, fee schedule, recommendation forms and class dates. We are extremely interested in talking with you further about your career plans. Please call collect with any questions or concerns you might have about the program.

Thank you again for your interest in Northwest Nannies Institute. We hope to hear from you soon.

Sincerely,

Admissions Director