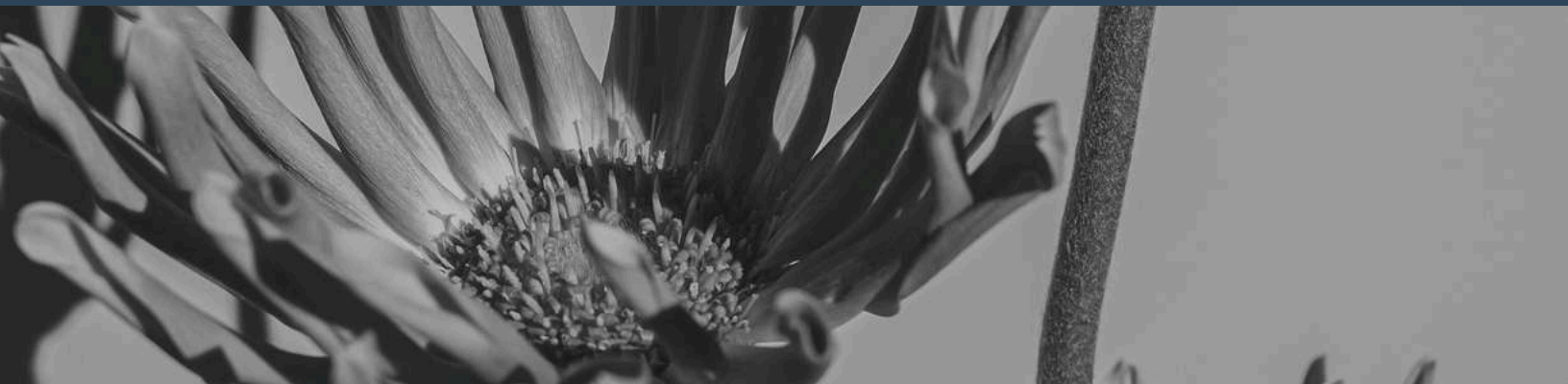




BRITISH AMERICAN
HOUSEHOLD STAFFING

CANDIDATE

Welcome Packet



Welcome!

Congratulations on advancing to this stage in our process! Your resume reflects the qualifications and experience our agency and clients are seeking. To assist you further, we are providing this candidate packet to familiarize you with our procedures and support your journey toward securing the ideal position.

Since 2012, BAHS has been dedicated to helping talented and skilled candidates, like you, secure fulfilling positions with families across the USA, UK, Europe, Dubai/Middle East, and beyond. We look forward to assisting you in achieving your career goals.



A word from our founder,

Anita Rogers

First and foremost, we're here to support you as you begin this new chapter with us. At BAHS, we're more than just a workplace - we're a community driven by collaboration and we're dedicated to creating an environment where you feel empowered, valued, and inspired to thrive. We're thrilled to have you join us. Welcome aboard!



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Meet Our Talent Acquisition Team



Liz Hankins

Director of Talent Acquisition



Alanna Verde

Talent Acquisition Specialist



Kaitlin Copenhaver

Talent Acquisition Specialist



Gina Passaro

Talent Manager

[Learn more about the rest of the team here.](#)

Candidate Kickoff Checklist



COMPLETE YOUR PROFILE

Please complete your profile in our system, including your name, phone number, email, and address



IDENTIFICATION

Submit a copy of your US Passport, Green Card or EAC



NEW OR UPDATED RESUME

Kindly upload your resume to our system
(If you need help updating your resume to your profile, [follow these instructions](#))



REFERENCES

Provide a minimum of 3 references and upload them to our system



SCHEDULE INTERVIEW

Be sure to schedule your interview with our Talent Acquisition Team once they reach out to you

Please ensure you complete this checklist **prior to your interview** with the Talent Acquisition Team.

If you have any questions or need clarification, our team will be happy to address them during your interview.

Hiring Process

SUBMIT APPLICATION

Submit a general application or apply to a specific job listed on our job board. Create a profile and provide the necessary documents (refer to the checklist in the previous slide).

INTERVIEW WITH TA TEAM

The Talent Acquisition (TA) team has reviewed your initial application and will reach out to schedule an interview if they determine that your experience aligns with our agency's standards.

*(Be sure **to check your junk or spam folder**, as emails sometimes land there)*

START APPLYING TO JOBS

Once you have cleared our screening process, you can go ahead and apply to any job listing.

RECRUITER SENDS OUT YOUR RESUME

If a recruiter selects your application, they will forward your resume to the client for review. The client will review your resume and either request the recruiter to schedule an interview with you, or they may decide not to proceed.

INTERVIEW WITH CLIENT

The client will review your resume and if they decide to schedule an interview, the recruiter will contact you to arrange a time.

TRIAL PERIOD

After the interview with the client, they will either ask your recruiter to arrange a trial or choose not to move forward.

OFFER IS MADE

If you pass the trial, they will either hire you or decide not to offer you the job.



Applying To Jobs

All of our currently available positions can be found on our **job board**.
You can filter by **category**, **position type**, and **location**.

The screenshot shows a job search interface with a search bar at the top containing the text "Start your job search here" and a "Search" button. Below the search bar are three dropdown menus for "Category", "Position Type", and "Location". The "Category" dropdown is open, showing a list of job categories including "(All)", Butler, Chauffeur, Chef, Chief of Staff, Companion, Couple, Doula, Estate Manager, Executive Assistant, Executive Housekeeper, Family Assistant, and Governess. To the right of the filters is a "Sort By" dropdown menu. Below the filters, a job listing is visible with the title "Housekeeper - Central London" and a description starting with "Notting Hill, London seek a fabulous live-in housekeeper. The family travel regularly and spend much of the when not in residence, the usual schedule will be 9 or 10am-5pm, Monday through Friday, however please be being flexible around weekends when the family are in residence (approximately 8 weeks of the year). There vel."


What is a JRC?

JRC stands for Job Reference Code. Each position available through BAHS has a JRC associated with it. This code consists of two letters and three numbers. When contacting a recruiter about a specific position, **please make sure to have this code ready**, as it is the only way we can identify the job in our system.

The screenshot shows a job listing for "KO230 - Full-Time Career Nanny - San Francisco, CA". The listing includes the location "US-CA-San Francisco" and the date "2 days ago". Below the title, there are three fields: "Job Reference Code KO230", "# of Openings 1", and "Category Nanny". Red arrows point to the "KO230" code, the "1" opening, and the "Nanny" category. Below these fields is an "Overview" section with the following text: "A busy family of three is seeking full-time live-out nanny for their 13-month-old baby girl to start ASAP. The general schedule for this position will be Monday through Friday, approximately 8am-4pm or 9am-5pm, with flexibility for occasional evening date nights. The family would love to find a nanny who would be open to doing a nanny share down the road at some point if the opportunity presents."

Things to keep in mind

When applying to jobs



01 Please read job descriptions and qualifications carefully and only apply to positions that you meet all of the requirements for.

For instance, if a screening question asks whether you have a driver's license (and it is listed as required in the job description) and you respond "no," you will automatically be disqualified from consideration for the position.

If you are provided with the space to add more info/context on application questions, please do provide it. Yes/No answers are fine, within context, but it's always helpful to receive as much information as possible.

02 Although a job may still be open online, it's possible the client is in the process of moving forward with other applicants and have paused their review of new resumes.

We try to keep our job board as updated as possible and remove jobs once an offer has been made to a candidate, but clients who are already interviewing or trialing other candidates are still seen as open in our system.

03 We cannot guarantee placement for any individual applicant, and the placement process can take time. There are many factors that will affect the number of positions that you qualify for, including scheduling restrictions, salary requirements, experience, required skills, and fluency in other languages.

Application Status

Once you apply, you can track all your job applications directly via **your dashboard**.

Here's a breakdown of what **each phrase stands for** when you encounter them in our system:

Application Submitted	The candidate has successfully completed and submitted their application
Submitted by Recruiter	The candidate's application has been submitted by a recruiter
Does Not Meet Qualifications	This status occurs when the candidate's responses to specific screening questions disqualify them for the role. For example, questions such as "Do you have a driver's license?", "Are you local?", or "Can you work weekends?" may result in disqualification if the candidate's answers do not meet the required criteria for the position.
Candidate Withdrew	The candidate voluntarily removed themselves from the hiring process
Incomplete Application	The candidate's application was not fully completed, which may delay or disqualify them from further consideration until completed
Application Reviewed, Not Selected	The application has been reviewed, but the candidate was not selected to proceed with that particular job opportunity. We encourage you to apply to other job openings that align with your skills and experience.
Invited for BAHS Interview	The candidate has been invited to interview with the Talent Acquisition Team. Candidates will receive an email with instructions to schedule their interview. Please ensure to check your junk or spam folders, as emails sometimes land there.
Pending BAHS Interview	The candidate has scheduled an interview and is awaiting their meeting with the Talent Acquisition Team
Reviewing Application	The recruiter is currently reviewing the candidate's application

Resume Submitted to Client	The candidate's resume has been sent to the client for their review and consideration
Resume Not Selected	The client has reviewed the resume but has decided not to proceed with the candidate
Client Interview Pending	The candidate has been shortlisted, and an interview with the client is scheduled or awaiting confirmation. The recruiter will reach out to you to schedule the interview.
Interviewed; Not Selected	The candidate completed the client interview but was not chosen to move forward in the hiring process
Client Interview Completed	The candidate successfully completed the interview process with the client, and feedback or decisions from client are pending
Trial Pending with Client	The candidate has been selected to undergo a trial period with the client, but the trial has not yet started. The recruiter will reach out to you to schedule the trial.
Trialed; Completed	The candidate has completed the trial period with the client, and feedback or decisions from client are pending
Trialed; Not Selected	The candidate participated in the trial period but was not offered the position
Background Check In-Progress	The candidate is undergoing a background check as part of the pre-employment screening process
Hire Pending	The candidate has been selected for the position, and the final hiring steps, such as contract signing, are in progress
Hired	The candidate has officially been hired and is starting the role

Resume Guidelines (general)

These **guidelines** and resume templates are designed to help you present your skills, experience, and achievements in a clear and professional format.

Personalization is key—tailor your content to highlight your unique strengths to align with the role you're applying for.

When customizing the template, **you can edit the file in Canva or in Word**. Be sure to keep the formatting consistent to ensure readability and a polished appearance.

Once you've finalized your resume, upload the completed document into your BAHS profile so it's easily accessible for review.

Happy editing, and best of luck!

YOUR RESUME SHOULD INCLUDE THE FOLLOWING SECTIONS:



Name

- Full first and last name

Location

- Where you are currently located, no need for an address but a general city would be ideal

Contact Information

- Email address, phone number, etc.

A short 'About Me'

- Make yourself shine, detail any special experience you have, highlight personality traits, list any hobbies or interests, etc.



Skills or Qualifications

- Some examples include:
 - X years of experience in the field
 - Specialty services
 - Driver's license
 - Passport/travel documents
 - Experience with x/y/z kind of family, etc.

Add anything that you think shows clients your strengths!



Experience

- At least two positions in the field you're applying for, described in detail
 - This should cover at minimum the past ten years

Information provided should include:

- Family Sur Name
 - Or "Private Family" (if an NDA has been signed)
- Location
 - No addresses, a general city or neighborhood is preferred)
- Dates worked
 - (Month/Year - Month/Year)
- The schedule
 - Full-Time or Part-Time
 - Live-In or Live-Out
 - How many hours per week?
- Job title
- The number of family members in the home
- Detailed description of job responsibilities (at least 3-5 points)
 - Did you travel domestically or internationally with this family? If yes, for how long?
 - What was involved in your day-to-day in the position?
 - How were you proactive in this position?
 - Describe your everyday responsibilities as well as how you went above and beyond to assist the family while in your role.
 - Provide as much detail as possible in order to let the employers reviewing your resume know what you could bring to their lives.
 - (Please ensure that the descriptions are accurate and that you have employer references that can verify them)
- Reason for leaving the position

Some useful action words to use in your job descriptions include:

- Managed, Maintained, Transported, Organized, Cooked, Planned, Facilitated, Aided, Collaborated, Executed, Oversaw, Instituted, Reconciled, Stimulated, Maximized, Arranged, Maintained, Communicated, Prepared, Scheduled, Provided – Get creative!



Education

- Name of the Institution
- Location of the Institution
- Dates Attended (Month/Year - Month/Year)
- Degree earned
- Any pertinent details:
 - Any memberships, honors programs, etc.



Extracurriculars related to the role you are applying for

- Certifications
- Trainings
- Internships
- Apprenticeships
- Licensure programs

FULL NAME



BRITISH AMERICAN
HOUSEHOLD STAFFING

Job Title (Location)

About you, special skills, personality traits, things that set you apart from the competition ie: Compassionate and reliable household staff member with extensive experience providing dedicated support in a home environment. Skilled in creating an organized, welcoming atmosphere while managing daily tasks efficiently. Known for a warm and professional demeanor, strong attention to detail, and excellent communication skills. Adept at multitasking, anticipating household needs, and ensuring a smooth, well-functioning home. Passionate about maintaining a positive and harmonious environment through adaptability, discretion, and a proactive approach. Certified in CPR and first aid, with a keen eye for safety and well-being.

QUALIFICATIONS

- These are examples, please provide your own:
 - Over 10 years of professional experience
 - Experience working in multiple properties
 - Experience traveling internationally with families
 - Five years of experience in a high-end formal home
 - Fluent in Spanish
-

EXPERIENCE

The A Family

Full-Time Role

March 2023 - Current

New York, NY

Number of Family Members: 2 Adults, 2 children

Schedule: Monday-Friday 7am-7pm

Job Duties:

- Provide attentive and personalized support to ensure a well-maintained and organized home environment.
- Manage daily household tasks, including tidying, organizing, and overseeing general upkeep.
- Assist with meal preparation, grocery shopping, and maintaining kitchen cleanliness.
- Support family members with scheduling, errands, and personal assistance as needed.
- Maintain discretion and confidentiality while handling sensitive household matters.
- Supervise and engage with children in a safe, nurturing, and developmentally appropriate manner.
- Coordinate with vendors, maintenance professionals, and service providers as necessary.

Reason for Leaving: The family downsized and no longer needed full-time help

EXPERIENCE CONTINUED

Family Name

Position

Number of Family Members: xyz

Schedule: xyz

Job Duties:

- One
- Two
- Three
- Four

Reason for Leaving: xyz**Dates Worked**

Location of the Home

Family Name

Position

Number of Family Members: xyz

Schedule: xyz

Job Duties:

- One
- Two
- Three
- Four

Reason for Leaving: xyz**Dates Worked**

Location of the Home

Continue this for all positions worked spanning the past ten years

EDUCATION

Institution Name

Degree of Study

Years Attended

Degree Recieved

- Any pertinent details like groups organized or led, special programs like study abroad, memberships ,mentions of honors, etc.

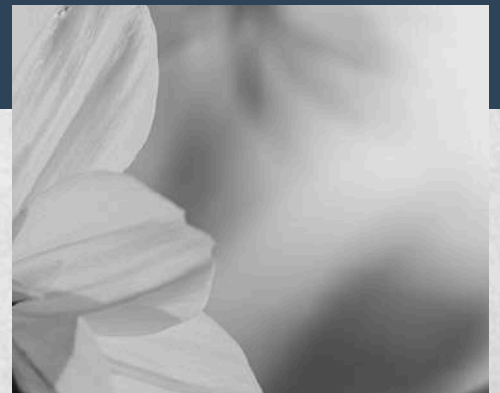
CERTIFICATIONS

- CPR
- Crestron Training
- First Aid
- Etc.

Resume Templates

*When customizing the resume templates,
you can edit the files in **Word** or in **Canva**.*

- Sample **General** Resume: [Word doc](#) or [Canva link](#)
- Sample **Nanny** Resume: [Word doc](#) or [Canva link](#)
- Sample **NCS** Resume: [Word doc](#) or [Canva link](#)
- Sample **Housekeeper** Resume: [Word doc](#) or [Canva link](#)
- Sample **Chef** Resume: [Word doc](#) or [Canva link](#)
- Sample **Caregiver** Resume: [Word doc](#) or [Canva link](#)
- Sample **Executive** Resume: [Word doc](#) or [Canva link](#)





Resume Tips

Present A Professional, Relevant Resume To Stand Out

Your resume is competing with hundred of others. To stand out, it needs to be clear, well-organized, and professional. Highlight your relevant skills and experience, and make sure to include important details such as dates of employment, explanations for any gaps in your work history, and reasons for leaving previous positions.

Keep Your Profile Up to Date

Ensure the information in your profile is updated. If it's outdated, you might miss out on relevant job opportunities or updates from us.

Follow Our Resume Guidelines

To give yourself the best chance of success, make sure your resume aligns with our specific resume guidelines. This will help ensure your resume stands out to both recruiters and potential employers.

No Need For Client Addresses

We never require the addresses of your previous employers or clients on your resume. Keep it simple and focus on relevant experience.

Don't Include References In Your Resume

Avoid including references on your resume. Instead, enter them in the designated section within iCIMS, where you can also upload reference letters.

Avoid Common Mistakes

Spelling errors, inconsistent formatting, and rambling content can make a negative impression. Double-check for clarity and consistency before submitting your resume. Have a friend or family member review.

Time Sensitivity Matters

Our jobs often move quickly; if a recruiter reaches out with a question about availability, experience, or anything else, please respond quickly.

Make sure BAHS has the best contact info on your resume and in your profile.

Outdated Resumes Could Hold You Back

Make sure your resume is up-to-date and accurately reflects your most recent experience. An outdated resume can prevent you from being considered for roles.

Here's a [link](#) with instructions on how to upload your most recent resume in our system.



Reference Tips

Once selected to join the BAHS roster, you will be subject to a **reference check**. Having your references **prepared in advance** will make this process smoother and faster.

Provide Recent References

We check references from the last 10 years, so ensure you have at least **three references** within this time frame. For roles that lasted 10 years or more, the length of your employment with one employer can often suffice as a reference. You can use this **reference letter request template** and edit the file in [Canva](#) or in [Word](#).

Upload Your Reference Letters

Make sure to have your **reference letters uploaded** to your profile in our system. This helps streamline the process and ensures we have the necessary documentation when it's time to check your references.

Reference Contact Information is Essential

Applicants who cannot provide reference contact information for past employers will be immediately removed from the BAHS roster. It's crucial to have **valid** and **up-to-date** reference details ready to avoid delays in your application.

What happens if I provide a reference but I'm still working there and don't want them to know I'm job hunting?

We will **not** contact your reference without your explicit approval. If you're concerned about confidentiality, please let us know during the initial interview with the TA team, and we can proceed with reference checks only when you're comfortable. Your privacy and discretion are important to us throughout the process.



Interview Tips

Plan Ahead

Do as much as you can ahead of time to prepare for the interview. Make sure you've read the job description carefully and confirm the date, time, and method of interview.

If it's a **digital interview**, we recommend doing a quick test the night before to be sure your device is working properly. Plan to be in a well-lit, quiet space during the call where you can focus; avoid doing video interviews from a vehicle, while at another job, or in any busy, loud area.

For **in-person interviews**, map out the directions ahead of time and allow yourself plenty of time to arrive.

Think About Your Answers

We absolutely suggest reviewing common interview questions for the type of job you're applying to and giving some thought to your answers ahead of time.

Dress Professionally

Whether the interview is in-person or virtual, it's critical to present yourself as polished and professional.

Be Positive

We recommend trying to keep the interview as positive as possible. Avoid complaints about previous experiences or negative stories. When speaking about past jobs, be honest but don't overshare. Discretion is key – if you speak poorly about a past employer or divulge personal information, it will reflect badly on you.

Share Your Talent

When the right moment arises, let your passion show! The interview is a chance for the family to get to know more about you and see you as a full person, not just an impressive resume. It's great to bond over common interests if they come up during the course of the conversation. Be open about your relevant interests, talents, and experience.

However, be careful to never embellish or lie about your skills. Some families can be flexible about these types of requirements and will adjust them for the right candidate; if you can offer a solution to the problem, such as taking classes, that's even better and a great way to show you're serious about the role.

Ask Questions

Don't be afraid to ask questions. Prepare a few ahead of time and then see what others come up naturally during the interview.

Know Your Rights

Never answer a question you aren't comfortable with. Remember, employers can't ask you about your race, gender, age, or family status.

Find The Right Fit

Finding the right fit is as much about the details on paper as it is about a personality match. We recommend trusting your instincts. An in-home trial is a great way to spend some time with the family and see if it could be a good long-term fit.

Communicate Afterwards

Whether you've been in direct contact with the potential employer, or via your placement specialist, it's wise to send the client a thank you after the interview indicating your ongoing interest.

Trial Tips

Be Prepared and On Time

It is critical that **you are not late to a trial**. While we all understand life happens, a trial is your chance to give a client a glimpse into what working with you will be like. If you are late at this stage, many clients will assume you are unreliable and consistently late, even if that is not the case. Most clients are very busy and many won't even meet with a candidate who arrives late. First impressions are extremely important. We recommend planning your route ahead of time and allowing extra time for unexpected delays.

Put Your Best Foot Forward

Ask the recruiter ahead of time if there are any specific requests or information you should know. Get a good night's sleep the night before. Brainstorm questions you might have for the principal. Think about things you learned in the previous client interviews that may help you succeed at this stage in the process.

A trial is a careful balance of following a client's lead and being proactive and showing your experience and how you can excel in the role. Err on the side of proactivity and try to anticipate needs without overstepping. Make sure to be respectful of other staff and remember that your behavior with every person in the home matters. Silence and stay off your phone (except in the case of emergencies) and be present in all your interactions.

Be Yourself

The best advice is to be your **best authentic and professional self**. A job will not be sustainable if you've behaved differently in the trial than you would in real day-to-day life. You are likely to be happier in a position long-term and find a better fit if you present your real self during the trial.

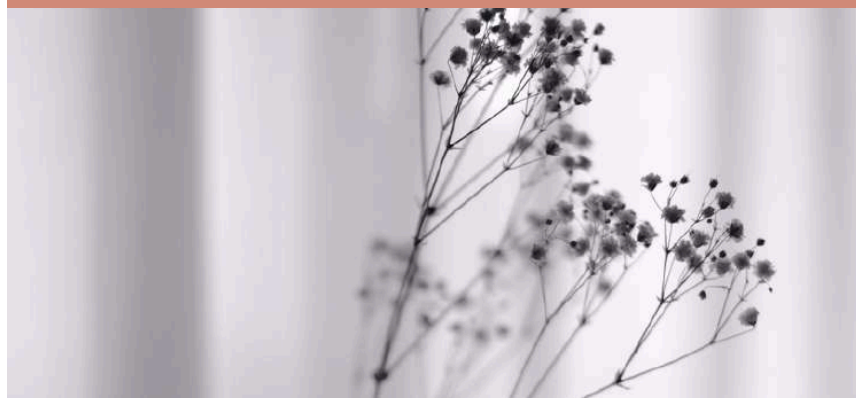
Follow Up

Consider drafting up a simple **Thank You card** beforehand thanking the family for their time and consideration of you for the role. Put it in an envelope and leave it with the principal or your main contact in the home upon leaving. You could also follow up with a **simple text or email** thanking them for their time; you can also send this to the recruiter in charge and ask them to forward it to the client.

If after the trial, **you don't feel the role is for you**, it is best to communicate this directly with the recruiter who sent you and let them speak to the client about it. Be honest and direct with your recruiter so they can best assist you in your job search.

Dress for Success

A trial is different than an interview in that you will be on your feet doing work most of the day. **Dress professionally** and dress appropriately for the work at hand. The goal is to be **polished and practical**.



FAQ

How long will it take for you to find me a position?

Each family's availability and time frame is different; **some searches can take a week, while others will take months.**

Please be patient with us, as we are often waiting on the family to provide us feedback on resumes, interviews, or trials. As soon as we receive information, we pass it on. Repeatedly calling or emailing our team will not speed up the process - be assured that if a family would like to meet with you, we will reach out right away!

Is it guaranteed that I will find a position through your agency?

Unfortunately, we cannot guarantee that we will match you with a family. We will do everything we can to find you a position that suits your needs. However, it is always up to the family who they choose to interview with, and to hire.

Do we owe you a fee or does the client pay?

No, using our service is **free of charge** for our applicants.

How do I apply for positions online?

Go to our website in the "**apply for a job**" section, and click on "**returning candidate?**" **log back in.** You log in with your username and the password you created when you set up your profile. Once you are logged in you can see the positions we have available and apply directly.

What if I want to apply to a job I saw on a different site (Estate Jobs, Indeed, etc.)?

Our website has the **most up-to-date information on all of our available positions**. If you see a job listed on another site, please first go to our **job board** and search for the job description. If the position is still available, you can apply to it directly through our online portal.

How do I create a new password for my profile?

If you have forgotten your password, please email us at info@bahs.com and we will reset your password.

Will I be paid on the books for the roles I apply to through BAHS?

Absolutely. All positions facilitated through BAHS involve **on-the-books payment**. This ensures proper tax compliance, legal protections, and transparency for both candidates and employers.

What if I'm asked to work off the books by a client?

BAHS **does not work** with clients who request off-the-books arrangements. If this issue arises, please **inform us immediately** so we can address it appropriately. We are committed to upholding fair and legal practices for all parties.



Leaving A Position

If you plan to leave a current position obtained through BAHS, please reach out to us. Update your profile with an updated resume and your reason for leaving. We'll make sure that our team takes your feedback into consideration when helping you on your new job search.

If you were recently placed in a position by BAHS, and are unhappy with the way things are going, please reach out to the recruiter who matched you with the role and let them know why. They may be able to help ease your transition, and help resolve any miscommunication with the principal before you commence a new search.

As a representative of the BAHS team, we ask that you always demonstrate respectful conduct, even during an adjustment period, or exit process. We encourage you to reach out to us if you're in need of counsel or instruction at any point in your new position. Our job is to facilitate fulfilling, long-lasting placements, ensuring that both the family and applicant are satisfied with our service.



WHY AM I NOT SELECTED?

Do you ever feel like you keep applying to jobs and getting nowhere?

Have you ever wondered why you are not selected for jobs you interview for?

We have a large and very competitive database of highly qualified candidates. In turn, we unfortunately cannot guarantee placement for everyone. **We receive dozens and sometimes, hundreds of applications for every role we post.**

The BAHS team worked together to share this list of **common mistakes** when job-seeking.

Your social media is public and unprofessional.

We scrutinize every candidate and we KNOW our clients do too! This is a very common reason that experienced candidates are passed over.

[Clean up your social media presence with these helpful tips.](#)

You are unresponsive or slow to respond.

Our jobs often move quickly; if a recruiter reaches out with a question about availability, experience, or anything else, please respond quickly. Clients expect a quick turnaround and if you don't provide the necessary information in time, you are likely missing out on opportunities.

You've been unprofessional with any member of the BAHS team.

Remember, we are a small and dedicated team, including our talent acquisition (TA) team, recruiters, management, and all other members; we work closely with one another and communicate daily. If you treat one of us unprofessionally, it will be noted and the whole company has access to that information now and in the future.

You have false references.

If you provide false references to the agency, not only will you be permanently disqualified from the agency but you may be subject to legal action.

Your resume is out of date or your profile is incomplete.

If your resume hasn't been updated within the past year, you're likely missing out on opportunities. Recruiters and clients are looking for an up-to-date snapshot of your career.

Make sure you've provided BAHS with references and identification documents, as well as your current email and phone number. We cannot send your resume to clients until you've provided this information.

You've been unprofessional with a BAHS client in the past.

If you've treated a BAHS client poorly in the past, this will be included in your profile and all BAHS team members can see this information. We understand that not every family you interview or trial with will be the right fit, but we count on you to communicate that politely and professionally.

You've missed multiple interviews and trials in the past.

Clients are looking for reliable and punctual candidates. At BAHS, we understand life happens but if you have a history of frequently missing interviews (with clients or BAHS) or trials, this information is on file and suggests to us that we can't count on you to respect a client's time and show up.

You violated an employer's privacy.

NDA's are common in the domestic staffing world; if you violate a client's privacy, this is a huge red flag that you lack discretion, a value that is absolutely critical to our clients.

Do note that if you signed an NDA with a current and/or former employer, you can list "Confidential Family/Employer" on your resume and detail job duties and responsibilities below as normal.

Your resume doesn't match the job description.

Make sure you're applying for jobs that you are qualified for and that match the experience shown on your resume. If something in the description is unclear to you, feel free to reach out to us.



*Always utilize
your own Lawyer*

What should be included in my contract?

Language regarding....

- Start Date
- Requested schedule including OT expectations
- The described duties of the role
- General compensation
- Compensation given to the employee when traveling
- Compensation given to the employee working an overnight period if applicable
- Benefits to be included in the compensation package

(ex. paid vacation time, sick days, holidays, commuting/transportation assistance, health insurance reimbursement (partial or full), meal stipend)

- Do vacation days accrue? How much notice should be expected for use of paid leave? For sick days, when should the family be notified?
- If the employee is expected to use their own car, what is the expectation around gas mileage and toll reimbursement?
- Severance policies, if applicable (length of notice, compensation given, how to handle employer property, etc.)
- Verbiage regarding a raise and a bonus, if applicable
- NDA language, if applicable

[CA LABOR LAWS](#)

[NY LABOR LAWS](#)

[OTHER USA STATES](#)

[FEDERAL LABOR LAWS](#)



Tax Obligations During Domestic Employment



You may be like many nannies and other household employees who often have questions about your employment status and tax obligations. It's worth understanding your (and your employer's) responsibilities at the beginning of employment even if it's just a temporary placement.

Am I an employee or an independent contractor?

In almost all situations, nannies and other household workers are considered to be employees and not independent contractors. Employees take instruction from the employer, have their schedule set by the employer and use their employer's supplies, tools and equipment. Independent contractors — perhaps a lawn care service — works under their own conditions, sets their own schedule and uses their own supplies. The IRS and state tax authorities will basically treat a household employee the same way as someone who works in an office, retail store or restaurant.

Will I have taxes taken out of my paychecks?

If you earn more than \$2,800 from one family during 2024, your employer must withhold Social Security and Medicare taxes. Social Security is withheld at 6.2% and Medicare at 1.45% of your gross pay. The amount of federal and state income tax withheld from your paycheck depends on your marital status and how many allowances you choose to claim on your W-4 form. Your employer will pay the same in Social Security and Medicare taxes as well as unemployment insurance.

Do I have to pay any taxes?

If you earn less than \$2,800 from any family in 2025, then your employer is not obligated to withhold taxes. But you will still have to file an annual income tax return and report any wages earned during the year, even if it is less than \$2,800. Keep an accurate record of your earnings; this will help you pay both federal and state income taxes for the calendar year when you file your tax returns. Use our nanny tax calculator to determine how much in taxes will be withheld from your paycheck.

What if the family I work for doesn't want to pay taxes?

If your employer is paying you more than \$2,800 in 2025, they are required by law to withhold taxes. We understand you may encounter a family that wants to pay you "under the table." Explain to the family that it is in their best interest (and yours) to pay you legally. Some of the following reasons may also help:

- Your family can take advantage of their employer's flexible-spending plan (commonly called an FSA) and deduct your salary as a qualifying expense.
- Your employer has to report your wages and the taxes they withheld for you on their personal income tax return. The IRS may investigate, fine or penalize families that don't follow the law.
- Not paying you properly denies funds to your Social Security account, impedes your ability to obtain credit, and leaves you unprotected if you become unemployed.
- You and your employer have a happier relationship. You have a legal, recorded employment history and are eligible for Social Security, Medicare and unemployment assistance. Your employer reduces the risk of an IRS audit or hefty fines for being non compliant.

This information has been provided by our trusted partner, [GTM](#) and it is valid as of March, 2025.

For California Childcare Providers Only!

Introduction to TrustLine: California's Background Check



TrustLine is **legally required** for all NCS', Nannies, Family Assistants, Nanny/Housekeepers, and Nanny/PAs in the state of California. The process involves an extensive background check and fingerprinting, but once completed, you never have to do it again.

Once your TrustLine application has been processed and approved, you will receive a TrustLine identification number you can give to future employers and agencies can verify that you are TrustLine certified.

You only need to be TrustLine certified if you work in the **state of California** or have future plans to work in California. You must have a Driver's License or an Identification number in order to apply.

British American Household Staffing has its own code and PIN number that you can attach to your application. Both the code and the PIN number will allow our team to be able to monitor your application process and will inform us when it is complete.



Instructions to start the process.

BAHS TrustLine Agency Code: **TLR0007475**
BAHS Agency PIN Number: **5BUTN5**

You can explore our [blog post](#) for more details, including an FAQ and additional resources.

Candidate Resources



Forms & Templates



**Most Common Interview
Questions**



**Tips for Success: Working
with an Agency**



Introduction to Trustline



**Why Am I Not Selected
And/Or Interviewed?**



**Tips for Success During the
Trial Phase**

Referral Program

*Do you know someone looking for a job?
Is there a family you know in need of help?*

Please encourage them to contact us and we will show our gratitude.



If a candidate is referred to us and they are successfully placed in a job then we will issue a \$150 gift card to the referrer.

If a candidate is referred to us and they get successfully placed **in one of our featured jobs**, we will issue a \$500 gift card to the referrer. (Please subscribe to our newsletter to stay updated on our featured job opportunities!)

If a client is referred to us, and they pay a placement fee then we will issue a \$300 gift card to the referrer.

FULL TERMS & CONDITIONS

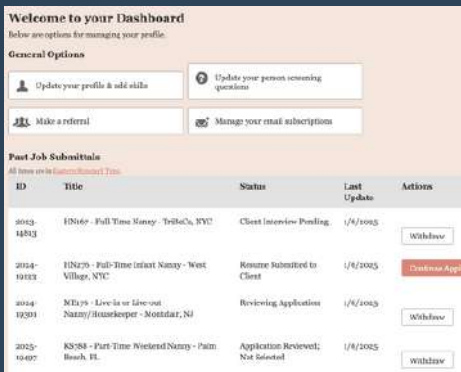
- The referred person must be mentioned at the start of the relationship/during the initial screening or interview. This must be put in iCIMS notes or referral field.
- Only payable on permanent positions
- The replacement period must conclude before issuing a gift card (60 days)
- Only applicable for future jobs, i.e. cannot be backdated to previous placements.
- Only applicable once, i.e. cannot be reclaimed if a client places multiple jobs.

What Sets BAHS Apart

1 We work collaboratively.

Instead of being represented by one individual recruiter, **BAHS candidates are considered for all roles being worked by our team.** Candidates' profiles can be viewed by our whole team – if you provide an update, a reference, or a question, we all see it and can take it into consideration for your candidacy. There's no worry of repeating yourself or having references called redundantly. Many agencies have candidates work exclusively with one recruiter, which narrows job opportunities. Being considered for all our job openings increases the chances of finding the perfect fit.

2 Advanced candidate dashboard.



The screenshot shows a dashboard titled "Welcome to your Dashboard" with options to update profile, answer questions, make referrals, and manage email subscriptions. Below is a table of job submissions.

ID	Title	Status	Last Update	Actions
2023-14583	ED647 - Full Time Nanny - TrillaCo, NYC	Client Interview Pending	1/6/2025	Withdraw
2024-19183	ED270 - Full-Time Infant Nanny - West Village, NYC	Resume Submitted to Client	1/6/2025	Withdraw/Apply
2024-19391	MD79 - Live-in or Live-out Nanny/Housekeeper - Montclair, NJ	Reviewing Application	1/6/2025	Withdraw
2025-19497	KS584 - Part-Time Weekend Nanny - Palm Beach FL	Application Reviewed; Not Selected	1/6/2025	Withdraw

Our candidate dashboard is a standout feature that sets us apart. The dashboard allows candidates to **easily track their applications** and **see the status** of each one in real time.

3 Industry experience within our team.

More than half of the BAHS team has personal experience working in private home settings. This unique perspective allows us to deeply understand the challenges and nuances of household staffing, ensuring we can provide compassionate and informed support to candidates throughout their journey.

4 High volume of jobs.

BAHS offers an **extensive range of job opportunities.** With such a high volume of available positions, candidates have the flexibility to find roles that perfectly align with their preferences, skills, and career goals.

5 Global reach.

We place candidates with clients not only across the United States but also **internationally**, including the UK, Europe and the UAE. Our global expertise allows us to offer diverse opportunities tailored to candidates' preferences and skills.





BRITISH AMERICAN
HOUSEHOLD STAFFING

Contact Us

Email us at info@bahs.com

Visit us at <https://bahs.com/>

Subscribe to our candidate newsletter to receive bi-weekly tips and stay updated on our latest job openings!

Scroll to the footer of [BAHS' website](#) and enter your email in the designated box.

SIGN UP FOR OUR LATEST BLOGS, NEWS & PRESS COVERAGE!

EMAIL	<input type="text"/>	<input type="button" value="SUBMIT"/>
I am a: (Required)		
<input type="radio"/> Candidate <input type="radio"/> Client		
Consent (Required)		
<input type="checkbox"/>		
I agree to the privacy policy .		

FOLLOW US

