



Forms & Templates



BRITISH AMERICAN
HOUSEHOLD STAFFING

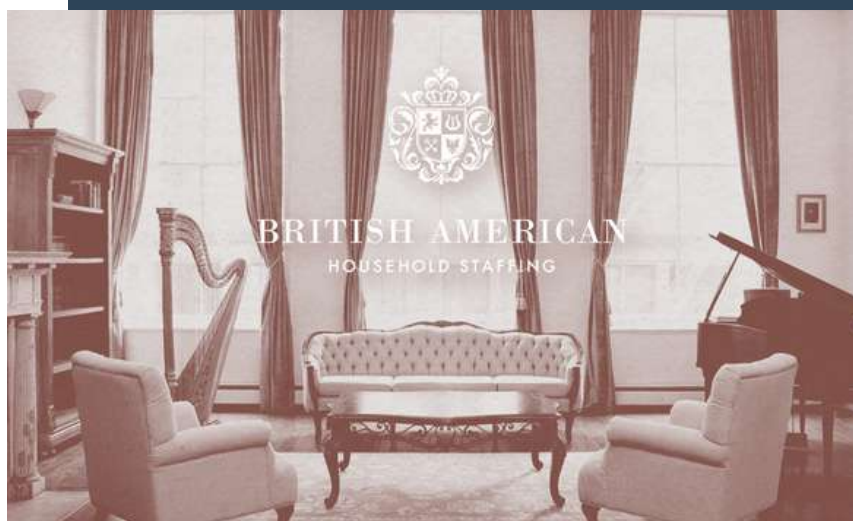
Welcome

This document provides **essential forms** to support household employees in their daily responsibilities and professional growth.

Whether you need to **request** a reference letter, track your work hours, or document important details related to your employment, these **forms** are designed to **streamline** communication and organization.

Each page includes a **button link** to edit the corresponding form in **Canva** or **Microsoft Word**, making it easy to customize for your specific needs.

Please use these templates as needed, and feel free to **tailor** them to suit your unique situation.



WHAT'S INCLUDED IN THIS PACKET

RESOURCE LIST

CONTACT INFORMATION SHEET

This crucial document provides quick access to essential contacts related to the household. It includes employer details, emergency contacts, key service providers, and any extra family members the employee may need to coordinate with. This sheet ensures that household staff can efficiently handle emergencies, schedule services, and communicate with the right people when needed.



TASK CHECKLIST

Checklists for daily, weekly, and/or quarterly tasks help ensure organization, efficiency, and accountability. Daily checklists keep essential tasks on track, reduce stress, and boost productivity. By using structured checklists, individuals and families can stay organized, prioritize effectively, and maintain consistency with required responsibilities.



SAMPLE SCHEDULE

A written schedule provides a structured example of how employees can plan their workweeks effectively. By initiating a written schedule, you can help to reduce misunderstandings regarding shift expectations. This resource serves as a clear reference for both families and employees, fostering better time management for all.



WHAT'S INCLUDED IN THIS PACKET

RESOURCE LIST

TIME OFF REQUEST

Requesting time off involves professional and clear communication with your employer or manager. Since household roles often require a high level of trust and consistency, it's important to provide advance notice, ensure coverage if needed, and follow any agreed-upon policies regarding vacation or personal leave.



EXPENSE REIMBURSEMENT FORM

Expense reimbursement in a household setting ensures that employees are properly compensated for job-related purchases made on behalf of the employer. These may include groceries, household supplies, childcare materials, or travel expenses incurred during work duties. A structured reimbursement request helps maintain transparency, accurate record-keeping, and smooth financial transactions.



REFERENCE LETTER REQUEST

A reference request form is a helpful tool when seeking professional references from past or current employers. It provides a structured way to formally ask for a recommendation, ensuring that the employer has all necessary details to provide a meaningful and supportive reference.



WHAT'S INCLUDED IN THIS PACKET

RESOURCE LIST

PERFORMANCE REVIEW REQUEST

A formal letter from a household employee to their employer requesting a meeting to discuss performance, receive feedback, address questions, and explore the possibility of a salary adjustment. The letter emphasizes open communication and the employee's commitment to contributing effectively to the household.



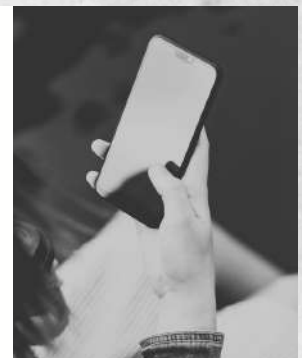
TAX AND LEGAL INFORMATION

An overview of essential tax and legal considerations for household employees, including employment classifications, tax withholding requirements, wage laws, and employee rights. This section shows you where to look to ensure compliance with federal and state regulations to foster a fair working relationship.



HELPFUL APPS

This section provides essential apps to help household employees stay organized, manage schedules, track time, plan meals, and communicate efficiently. There are recommended apps for each purpose.



CONTACT INFORMATION SHEET

This document is a go-to resource for contacting employers, managing emergencies, or coordinating with service providers. Keep it updated and stored somewhere secure yet accessible.

[WORD](#)

[CANVA](#)

Household Employer Information

Primary Employer Name: _____

Phone Number: _____

Email: _____

Home Address: _____

Secondary Employer (if applicable): _____

Phone Number: _____

Email: _____

Emergency Contacts

Primary Emergency Contact Name: _____

Relationship: _____

Phone Number: _____

Secondary Emergency Contact Name: _____

Relationship: _____

Phone Number: _____

Extra Household Members (If Applicable)

Children's Names & Ages: _____

Other Household Members: _____

Pets (if applicable): _____

Other Employees (if applicable): _____

Key Services & Providers

Medical Contacts [Name, Phone, Address]

Primary Care Doctor: _____

Pediatrician (if applicable): _____

Dentist: _____

Nearest Hospital/Clinic: _____

Household Maintenance & Utilities [Name/Company, Phone]

Superintendent/Building Manager: _____

Plumber: _____

Electrician: _____

HVAC Technician: _____

Landscaping/Gardening Service: _____

Schools & Childcare (if applicable)

School Name(s): [Name, Phone, Address]

Main School Contact: [Principal/Administrator Name]

Teacher(s): [Names, Grades]

Security & Transportation [Name/Company, Phone]

Alarm/Security Company: _____

Building Doorman (if applicable): _____

TASK CHECKLIST

WORD

CANVA

WEEKLY

ROLE _____



Deep clean and disinfect bathrooms



Change and refresh bed linens and towels for all family members



TASK CHECKLIST

WEEKLY

ROLE _____



Deep clean and disinfect bathrooms



Change and refresh bed linens and towels for all family members



TASK CHECKLIST

QUARTERLY

ROLE _____



Organize storage areas to keep the home fresh and clutter-free



Deep clean kitchen appliances like the oven, refrigerator, and dishwasher



TIME OFF REQUEST FORM

WORD

CANVA

SUBJECT: Request For Time Off - [Your Name]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request time off on [date(s)] due to [reason, if you choose to include it, e.g., personal matters, vacation, family commitment]. I understand the importance of maintaining consistency in my role, so I want to ensure a smooth transition during my absence.

To help with planning, I have [suggested a backup plan, arranged a temporary replacement, or prepared a handover of tasks]. Please let me know if you need any additional information or adjustments regarding my request.

I appreciate your consideration and look forward to your response. Thank you for your time.

Best Regards,

[Your Name]
[Your Contact Information]



EXPENSE REIMBURSEMENT FORM

WORD

CANVA

SUBJECT: Expense Reimbursement Request - [Your Name]

Dear [Employer's Name],

I hope you're doing well. I am submitting a request for reimbursement for work-related expenses incurred on [date(s)]. Below is a breakdown of the expenses, along with attached receipts for your reference.

Expense Details:

Date of Purchase: [MM/DD/YYYY]

Item(s) Purchased: [List of items]

Total Amount: [\$XX.XX]

Reason for Purchase: [Brief explanation, e.g., household supplies, childcare materials, transportation costs]

Please let me know if any additional information is required. I appreciate your time and look forward to your confirmation. Thank you for your prompt attention to this request.

Best Regards,

[Your Name]
[Your Contact Information]



REFERENCE LETTER REQUEST

WORD

CANVA

DATE

Dear [Employer's Name],

I hope you are doing well. I am reaching out to ask if you would be willing to provide me with a reference letter regarding my time working with you and your household. I greatly enjoyed my role as [Job Title] and truly appreciated the opportunity to contribute to your home.

As I pursue new opportunities, a reference letter from you highlighting my skills and contributions would be incredibly valuable. If you are comfortable, I would appreciate if you could mention aspects such as my professionalism, work ethic, and any specific responsibilities or achievements you found noteworthy.

I understand that you have a busy schedule, and I truly appreciate your time and consideration. If it would be helpful, I am happy to provide key points or details to include. Please let me know if you need any additional information or if you prefer to discuss this over the phone.

Thank you in advance for your support. I greatly appreciate it and look forward to staying in touch.

Best Regards,

[Your Name]
[Your Contact Information]



PERFORMANCE REVIEW REQUEST

WORD

CANVA

SUBJECT: Request For a Performance Review - [Your Name]

Dear [Employer's Name],

I hope this letter finds you and your family well. I am writing to request a performance review meeting to discuss my work, receive feedback, and ensure I am meeting your expectations as your household employee.

Over the course of my time with your family, I have strived to carry out my responsibilities with care, efficiency, and professionalism. I value open communication and believe that a review would provide a helpful opportunity to assess my performance, address any questions or concerns, and explore how I can continue to contribute effectively to your household.

During the meeting, I would also appreciate the chance to discuss my current compensation. As I continue to grow in my role and take on responsibilities, I hope we can have an open conversation about the possibility of a salary adjustment to reflect my contributions.

Please let me know a convenient time for you to meet, and I will gladly accommodate your schedule. Thank you for considering my request, and I look forward to the opportunity to discuss my performance and ways to enhance my role further.

Best Regards,

[Your Name]
[Your Contact Information]



TAX & LEGAL RESOURCES

Fair Labor Standards Act (FLSA)

What it Covers: Federal wage and hour laws for domestic workers, including minimum wage, overtime, and record-keeping requirements. ([TWO](#) [THREE](#))

State-Specific Labor Laws

What it Covers: Each state may have its own regulations for household employees, such as minimum wage, overtime laws, and meal/rest breaks.

Employee Rights and Protections

What it Covers: Rights for domestic workers, including protection against discrimination, harassment, and wrongful termination.

Workers' Compensation Insurance

What it Covers: Many states require household employers to carry workers' compensation insurance to protect employees in case of injury.

Paid Sick Leave and Paid Time Off

What it Covers: Some states and localities require household employees to receive paid sick leave and other benefits.

National Domestic Workers Alliance

Health Benefit Information

Minimum Wage Per State

GTM Tax Calculator

HELPFUL APPLICATIONS

A household employee can benefit from apps that help with organization, communication, and efficiency. Here are some useful ones:

Scheduling & Task Management

- [Google Calendar](#) – For scheduling shifts, appointments, and reminders.
- [Todoist](#) – For creating to-do lists and managing tasks.
- [Cozi](#) – A family organizer with shared calendars, to-do lists, and meal planning.
- [Trello](#) – Great for organizing tasks and projects with checklists.

Time Tracking & Payroll

- [Homebase](#) – Tracks work hours, schedules, and payroll.
- [GTM](#) - Household payroll & tax services

Grocery & Meal Planning

- [Paprika](#) – Saves and organizes recipes with shopping lists.
- [AnyList](#) – Grocery and household supply lists shared with the employer.
- [Mealime](#) – Meal planning with simple, healthy recipes.

Home & Childcare

- [Baby Connect](#) – Tracks feeding, diaper changes, naps, and milestones for nannies.
- [Life360](#) – Family location tracking for safety and coordination.
- [OurHome](#) – Chore tracking and reward system for household tasks.
- [First Aid by American Red Cross](#) – Quick first aid instructions for emergencies.

Communication & Notes

- [Slack](#) – For professional communication with employers and other staff.
- [WhatsApp](#) – Easy messaging for real-time updates.
- [Evernote](#) – Stores notes, instructions, and important details.

MORE RESOURCES BY BAHS

Resume Guidelines & Templates - You'll find general resume guidelines along with customizable resume templates available in Word and Canva formats.

Referral Program - Do you know someone looking for a job? Is there a family you know in need of help? Learn more about our referral program.

Application Status - Here's a breakdown of what each phrase stands for when you encounter them in our dashboard after applying to jobs.

Blog Posts - Below are some blog tips to help make the hiring process easier and more effective.

- Top Tips for Preparing For An Interview
- Common Interview Questions
- Tips for Success During the Trial Phase
- What Should Be Included in my Contract?
- Common Reasons Candidates are not Selected
- Tips for Success: Working with an Agency
- Top Tips To Optimize Your Online Presence for Future Employers
- Introduction to Trustline: California's Background Check for Childcare Providers
- Catch: Free Marketplace for those who Don't Receive Health Insurance

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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 .		

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