



Dear Client,

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please complete our information sheet; be sure to include any special requests.

Note that fields marked with an asterisk (\*) must be completed before submitting the form.

We may not have provided sufficient space for all eventualities, in this case we will discuss the details with you at your earliest convenience.

### Ihre Personal Information

Title*	<input type="checkbox"/> Ms.	<input type="checkbox"/> Mr.
Academic title:	<input type="text"/>	
Given name*:	<input type="text"/>	
Surname*:	<input type="text"/>	
Company:	<input type="text"/>	
Street*:	<input type="text"/>	
Postal code*:	<input type="text"/>	
City*:	<input type="text"/>	
Country*:	<input type="text"/>	
Phone*:	<input type="text"/>	
Mobile phone:	<input type="text"/>	
Email address*:	<input type="text"/>	
Send by*	<input type="checkbox"/> Email (pdf)	<input type="checkbox"/> Post

Thank you for your personal information which will be treated as highly confidential.

On the next pages you have the possibility to specify your wishes and requirements more precisely. Please take your time to describe your request as detailed as possible so that we can provide a custom-tailored offer.

If any of the following questions are not relevant for your request, just skip them. Should we need any additional details or information, we will get in touch with you.

### We protect your data

Please find our privacy policy on our website [www.hauspersonal.at](http://www.hauspersonal.at) and agree to processing your data below..

### Consent data processing\*

I have read and accept the data privacy statement. Should my information include special categories of personal data, I hereby expressly agree.

Date / Signature*:	<input type="text"/>
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## Your general requirements

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Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Age:	<input type="text"/>		
Person can have family boundaries	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Person is willing to travel if necessary	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Driving license required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Specific education required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
How many people live in the household:	<input type="text"/>		
Is there any additional household personnel	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please specify areas of responsibility and if full time or part time:	<input type="text"/>		
Living situation	<input type="checkbox"/> Live-in possible	<input type="checkbox"/> Live-in required	<input type="checkbox"/> Live-out required
Short description of the accommodation:	<input type="text"/>		
Do you offer a personnel car	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Social insurance offered	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Weekly working hours:	<input type="text"/>		
Working time (Start / End):	<input type="text"/>		
Overtime	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Availability on weekends	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Assignment start:	<input type="text"/>		
Monthly salary before tax: Please enter this information!	<input type="text"/>		
References required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Foreign languages required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Assignment is temporary	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Additional wishes:	<input type="text"/>		
Desired area of responsibility Can be specified more precisely on the next pages	<input type="checkbox"/> Housekeeping and elderly care (pages 3 and 4 )	<input type="checkbox"/> Cook (page 5 )	<input type="checkbox"/> Babysitting (page 6)



## Your requirements for housekeeping and elderly care

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Desired area of responsibility

- House manager / Head butler
- Butler
- Lady housekeeper
- Housekeeper
- Caretaker / Caretaker couple
- Cleaner
- Gardener
- Personal assistant
- Chauffeur
- Elderly care
- Nurse

Location address(es):

Supervision and management of other personnel

- Yes  No

Knowledge of alarm devices

- Yes  No

Creation of a staff roster

- Yes  No

Shopping

- Yes  No

Shopping by car

- Yes  No

Accompaniment to medical appointments, official channels and similar

- Yes  No

Home and table decoration

- Yes  No

Waitering / Service

- Yes  No

Reception

- Yes  No

Chauffeur

- Yes  No

Babysitting

- Yes  No

With nanny

- Yes  No

Nurse

- Yes  No

Cleaning

- Yes  No

Approximate object size in square meters:

Floor care

- Yes  No

Window washing

- Yes  No

Pet cage cleaning

- Yes  No

Car washing

- Yes  No

Car pool care

- Yes  No

Ironing

- Yes  No

Laundry

- Yes  No

Supervision of craftsmen

- Yes  No



Breakfast  Yes  No

For how many people:

Cooking  Yes  No

Pet care  Yes  No

Which pet(s) :

Manual skills  Yes  No

### Outdoor work

Gardening  Yes  No

Lawn mowing  Yes  No

Pool care  Yes  No

Dog walking  Yes  No

Additional wishes:



## Your requirements for cooks

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Location address(es):

Shopping

Yes  No

Shopping by car

Yes  No

Personnel car available

Yes  No

Budget administration

Yes  No

Breakfast preparation

Yes  No

If yes, for how many people:

Menu creation

Yes  No

If yes, approximate number of people:

## Special skills in:

Dietary cooking

Yes  No

What kind of diet:

Vegetarian cooking

Yes  No

Mediterranean cooking

Yes  No

Asian cooking

Yes  No

Others:

## Cooking also for guests

Often  Occasionally  Never

Average number of people:

Do you use a catering service for larger numbers of guests

Yes  No

Should also cook for other personnel

Yes  No

How many meals a day:

How much personnel:

Travelling

Yes  No

Willing to / experienced in travelling by ship and airplane

Yes  No

Wine skills

Yes  No



## Your requirements for child care

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Area of responsibility

- Kindergarten teacher
- Nursery teacher
- Educator and home teacher
- Baby nurse
- Sport and nutrition assistant

Location address(es) :

Number of children:

Children's age:

Body care / Baby care

- Yes  No

Breastfeeding mothers care

- Yes  No

Education

- Yes  No

Homework assistance

- Yes  No

Lessons in:

Recreational activities / Accompaniment  Yes  No

Swimming required  Yes  No

Babysitting in the evening  Yes  No

Night-time assistance  Yes  No

Cooking for children  Yes  No

24h service  Yes  No

Household help / simple tasks  Yes  No

If yes, which ones:

Pet care  Yes  No

Children's laundry  Yes  No

Additional wishes:

Thank you for your request! We will process it as soon as possible.