



Live-in Caregiver Check List

When attending an interview/submitting your application file, please be sure that you bring with you the documents listed below.

Completed Application Form
Signed <input type="checkbox"/> Dated <input type="checkbox"/> Be sure that you answered all questions. Provide as much information as possible.
Photographs
2 neat and smiling/laughing passport size photos <input type="checkbox"/> Be sure that you printed your name on the back and that the photo is on a white background.
Photo collage with original photos of yourself with your family AND children/elders you have looked after <input type="checkbox"/> Be sure that you add a description of each photo.
Diplomas/Certificates
Copies only! <input type="checkbox"/> Be sure that you enclose with your application copies of your Teaching, Nursing, ECE, Live-in Caregiver, Au Pair, First Aid, CPR and other childcare/eldercare related diplomas and certificates. If a document you are sending is not in English or French, be sure that you translate them and that you attach the translation. There is no need to send certified copies/ translations, unless otherwise indicated!
Criminal Record Check
Copies only! <input type="checkbox"/> To comply with the LIC Program, you must provide criminal record checks from your country of origin and from <u>any country where you have lived for 6 months or more</u> . Be sure to enclose with your application copies of your criminal record check from any country where you have been an au pair such as the U.S., UK, Germany, France, Australia and others. Keep the original!
Driver's License
Copy only! <input type="checkbox"/> If you have a driver's license, obtaining an International Driver's License prior to your arrival in Canada is mandatory.
Passport
Copy only! <input type="checkbox"/> Enclose a copy of the page where your photo, name, date of birth and passport number are. Be sure that your passport is valid for at least another 2 years.
Childcare/Eldercare References*
At least two (2) non-family/friends/neighbours related references <input type="checkbox"/> If you are applying for both nanny and caregiver for the elderly, be sure that you enclose at least 2 references for each option. Originals only!
Character References*
At least one (1) non-family/friends/neighbours related references <input type="checkbox"/> Originals only!
"Dear Host Family" (DHF) Letter
Write 2 to 4 pages of an A-4 sized paper personal letter to you prospective Host Family/Employer <input type="checkbox"/> Be sure that you provide information about yourself, your family, childcare/eldercare/special needs experience, hobbies, your reasons to become a nanny/caregiver in Canada. Overall you should write about <u>why the Host Family should select you as their nanny/caregiver</u> . Enclose both a <u>handwritten & typed</u> DHF letter that you <u>sign</u> .
Elite Nannies Contract
Original only! <input type="checkbox"/> Be sure that you initial each page on the bottom right as indicated and that you print your full name, sign, date, witness the last page. Everyone applying through an agency must enclose the contract with Elite Nannies Canada. Everyone applying independently will be sent a contract after the complete application is received by Elite Nannies Canada at its office in Toronto, Canada.
Other Information
<input type="checkbox"/> Feel free to enclose anything you feel that might help support your application.

*Note: All references must show contact name and telephone numbers. References must be in English; if not, you should translate them and attach the translation to the original.
Please also note that once your application is submitted it becomes the property of Elite Nannies Canada therefore please keep your own copies of references and photographs.

Elite Nannies Canada
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 • Toronto, Ontario • M9B 6K5 •
 • CANADA •