

## PLEASE READ FIRST

*Dear Potential Applicant,*

Thank you for applying to Professional Domestic Services for placement in a household position. As a reputable agency with almost twenty years of experience, we have proven that we go the extra mile for our applicants. **We take great pride in offering them the best service and support in the industry.**

Please understand that **in order to honestly represent you to our wealthy clients**, we will need to know all of your strengths and abilities and many things about you. We are not trying to be nosy; we merely want to understand you and how we can best serve you and an employer. For this reason, we ask that you complete the enclosed application materials thoroughly. Answer every question you can; please do not leave any question unanswered unless it does not apply to you.

Don't forget to complete any written questionnaires you have been given. These are necessary so that we may gauge your abilities. Everyone cleans, cooks, manages a home and staff, and/or takes care of children differently; we need to fully understand your level of expertise. Once we know this, we can represent you to families looking for the kinds of skills you have. **Our ultimate goals are to provide you with a position that utilizes your skills to the fullest and to have your employer satisfied with your performance.**

We have some wonderful positions available with great families who are willing to **pay excellent salaries and offer wonderful benefit packages.** These employers often have more than one home and represent many different areas of our society. **There is no charge to you for our service**, but if you do not return your application materials in a timely manner, we will be unable to introduce you to some opportunities that could be very profitable and lead to an enjoyable lifestyle. **24 hours can make a difference in the type of position that we are able to offer you. You might want to seriously consider sending your materials by overnight mail.**

Please **return** to us your **completed application, ALONG WITH** the following documents:

- 1) A copy of your current resume if available
- 2) A current, full-length photo
- 3) Any written references, school transcripts, or letters describing abilities not addressed in the application
- 4) A copy of your current driver's license
- 5) A copy of your passport (if a naturalized US citizen)
- 6) A copy of your US Work Permit (if not a US citizen)

**These items are essential to your application and MUST be included!**  
**Please write all reference and work history information on the application itself.**

**Professional Domestic Services & Institute**  
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