



Job application

Page 1 of 5

Please complete the online form carefully or print this pdf, complete it by hand and submit the scanned forms.
Note that fields marked with an asterisk (*) must be completed before submitting the form.

- I am applying as**
- House manager / Head butler
 - Butler
 - Housekeeper
 - Cook
 - Housemistress
 - Caretaker / Caretaker couple
 - Cleaner
 - Gardener
 - Personal assistant
 - Chauffeur
 - Kindergarten teacher
 - Nursery teacher
 - Educator and home teacher
 - Baby nurse
 - Sport and nutrition assistant

Personal information

Academic title:	<input type="text"/>
Given name*:	<input type="text"/>
Surname*:	<input type="text"/>
Gender*	<input type="checkbox"/> Female <input type="checkbox"/> Male
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"/>
Date of birth*:	<input type="text"/>
Place of birth:	<input type="text"/>
Nationality*:	<input type="text"/>
EU citizen*	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are not EU citizen, do you have a working permit	<input type="checkbox"/> Yes <input type="checkbox"/> No
Working permit issued on:	<input type="text"/>
Issuing authority:	<input type="text"/>



Profession:

Professional experience Yes No

If yes, in which position:

Driving license Yes No

Driving experience Yes No

Own car Yes No

Language skills

Foreign languages Yes No

German	<input type="checkbox"/> Basic knowledge	<input type="checkbox"/> Spoken	<input type="checkbox"/> Spoken and written	<input type="checkbox"/> None
English	<input type="checkbox"/> Basic knowledge	<input type="checkbox"/> Spoken	<input type="checkbox"/> Spoken and written	<input type="checkbox"/> None
French	<input type="checkbox"/> Basic knowledge	<input type="checkbox"/> Spoken	<input type="checkbox"/> Spoken and written	<input type="checkbox"/> None

Additional foreign language 1:

What level Basic knowledge Spoken Spoken and written

Additional foreign language 2:

What level Basic knowledge Spoken Spoken and written

Additional foreign language 3:

What level Basic knowledge Spoken Spoken and written

Experience in Housekeeping

Have you already worked in a foreign household Yes No

Are you willing to live in your employer's household Yes No

Experience in:	Cleaning	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
	Floor care	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
	Handling of electric cleaning machines (steam cleaner etc.)	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
	Window washing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None



Cooking / Everyday cooking	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Cooking for many people	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Specific cooking skills (e.g. dietary cooking etc.):				
Breakfast preparation	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Shopping	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Waitering / Service	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Home and table decoration	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Reception	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Hand sewing / Mending	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Machine sewing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Laundry / Ironing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Laundry care / Hand washing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Professional packing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Silverware care (cutlery, silver objects)	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Gardening	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Lawn mowing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Manual skills	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Pool care	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Pet care (dogs, cats)	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Pet cage cleaning	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Car washing	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Car pool care	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Supervision of craftsmen	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Handling of antiques (furniture etc.)	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None
Handling of precious works of art	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Middle	<input type="checkbox"/> None

Experience with organizational activities

Which areas of responsibility did you have?

- Butler / House manager
- Lady housekeeper
- Service
- Calendar management
- Chauffeur
- Reception
- Table decoration
- Home decoration
- Personal security
- Administrative tasks
- Supervision and management of additional personnel
- Billing / Accounting / Controlling
- Roster creation
- Knowledge of alarm systems

Additional areas of responsibility:

Other professional experience:



Child care

Education and skills:

Which areas of responsibility did you have?

- Body care
- Promotion
- Teaching
- Education
- Homework support
- Recreational activities
- Sport
- Babysitting
- Night-time assistance
- Mother's breastfeeding care
- Baby care

Additional areas of responsibility:

Elderly care

Education and skills:

Are you prepared to provide household help

- Yes No

Accompaniment to medical appointments, official channels and similar

- Yes No

Home and table decoration

- Yes No

Chauffeur

- Yes No

Experience with bedridden patients

- Yes No

If yes, which nursing care:

General information

Work that you are definitely not prepared to do:

Desired location:

Can you accompany on travels

- Yes No

If yes, for how long:

Can you swim

- Yes No

Desired type of employment

- Part-time Full-time

Presently employed

- Yes No

Where are you presently employed:

Reason for changing:



Period of notice:

When could you start your new assignment:

Yearly salary expectation before tax:

Hobbies, special skills, interests:

Criminal records
(please provide certificate of good conduct):

Any garnishment of wages or
subsistence payment Yes No

References, degrees, certificates,
academic degree:

Do you have all certificates? Yes No

If no, which certificates are missing and why:

I confirm that all information given is true

We protect your data

Please find our privacy policy on our website www.hauspersonal.at and agree to processing your data below.

Consent data processing*

- I have read and accept the data privacy statement.
- I agree to the processing of my personal data (position, name, gender, address, phone number, Email, date of birth, nationality, EU-citizenship, as well as all other filled out information) for the purpose of processing my application and accept the data privacy statement. Should my information include special categories of personal data (e.g. criminal record or information about my health included here on in the documents I submit), I hereby expressly consent.

Date / Signature*:

Please note that we will consider only complete applications! For this reason please send your complete, chronological curriculum vitae along with all certificates and references to: **office@hauspersonal.at**

Thank you!