

How to set up your Lighthouse profile

In order to work with Lighthouse Nanny, you'll need to put together your Lighthouse profile. This is what we'll share with potential employers, so it should be up-to-date and fully filled out.

Certain things are only visible to admin, including the last names and contact details of your family references, and your private documents.

Check out our example nanny, [Sandy](#), to see how a full profile will appear to families. And read the following guide to make sure you set everything up correctly the first time through.

Profile Picture

If you haven't done so already, make sure you upload a profile picture where you are smiling. It doesn't need to be a professional headshot—a simple selfie from your phone is fine. But this is the first impression your potential childcare clients will have of you, so make sure your expression is positive and friendly.

Employment History

Please input your previous childcare employment history in the designated fields in your profile. This section is for childcare related employment ONLY.

Professional education experience is great if you have it, but please also make sure to include any nanny/babysitting/au pair experience you have, too. This is even more relevant for most nanny families. The more diverse experience you can show—multiple ages, varied responsibilities, creative activities—the stronger your profile will be.

Listing “Various Families” as one employer isn't a great idea, if you can avoid it. Better to show relationships with families that lasted over an extended period of time, and corresponded to specific tasks and responsibilities.

Always make sure to mention the ages of the children you worked with. If the children were under two years old, use months.

References

- If you are applying for a regular nanny role (for children 12mo or above) you will need one reference from a previous childcare related role. Education experience is great if you have it, but nanny/au pair/babysitting should also be visible. References from family members do not count.
- If you are applying for an infant care role (with children 12mo or under) you will need two reference from previous infant related roles.

How do references work?

Add the contact information (phone and email address) directly into the reference section for each of your references. Please do this whether or not you have a reference letter included. We will reach out to your references to verify them. Prospective families cannot contact your references unless specifically requested.

Documentation

Some documents might take weeks or even months to receive, so make sure you start these processes as soon as possible. The most important documents you'll need to share with Lighthouse, if you haven't done so already, are:

- Your [Führungszeugnis](#) (police clearance)
- Infant & child first aid clearance ([sign up with our partner, Erste Hilfe Station](#))
- Proof of Haftpflichtversicherung ([sign up with our partner, Feather](#))
- A copy of your ID and your visa (if you have one)
- Any additional training or special certificates that might be relevant

How does Lighthouse protect my privacy?

These personal documents with sensitive information are only visible to Lighthouse admin, and shared with families only upon request. This means your personal data won't be shared without your consent.

Log in to your profile

Log in here: <https://lighthouse nanny.enginehire.io/login/625>

If this is your first time logging in, your username and password are both your email address. Please change your password once you log in.

Once you have everything ready—including all your uploaded documents—click "MY PROFILE IS COMPLETE". Then we'll review your information and you'll be one step closer to landing your first gig with Lighthouse Nanny.