

Getting Started with your Nanny Screening



1

Decide which Nanny service package fits your needs. Click the links for full list of options and descriptions.

- ▶ [Babysitter Package](#)
 - ▶ [NannyBasic Package](#)
 - ▶ [Nanny Standard Package](#)
 - ▶ [NannyPlus+ Package](#)
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2

Fill out and submit the [Family Subscriber Contract](#), [New Client/Family Information](#), and [Credit Card Charge Authorization](#) forms.

3

True Hire will contact your potential nanny for their Background Release Form.

4

Results will be emailed to you.

Billing Process: Your credit card will be charged for your requested nanny background checks. A receipt will be sent as well when a credit card is charged.

Family Subscriber Contract

The parties to this agreement are True Hire, and
_____ (Subscriber) acting as the end user of information provided.

PRINT NAME OF CONTACT

The parties agree:

- Subscriber will be given confidential information for the purposes of evaluating candidates for employment.
- Subscriber agrees to provide data only to designated authorized agents. Information may only be obtained in connection with the Subscriber's or its authorized agent's official duty. Obtaining information under false pretenses is punishable by law.
- Subscriber will use information only in accordance with the Fair Credit Reporting Act, 15 USC 1681 (FCRA), the Americans With Disabilities Act (ADA), and all other applicable state and federal laws.
- Subscriber will be furnished a free copy of the FCRA and ADA and agrees that it is the Subscriber's responsibility to read, understand, and distribute material to all authorized agents. Subscriber agrees to hold harmless and indemnify True Hire against any loss, including reasonable attorney's fees, from claims arising from the misuse of information by Subscriber.
- True Hire is a "Consumer Reporting Agency", pursuant to the FCRA, and all material provided by True Hire to Subscriber shall constitute a "Consumer Report".
- True Hire maintains the most accurate methods and sources for the data it collects, however, under this agreement, and for the fees charged, True Hire does not, and could not guarantee the accuracy of all information. True Hire does guarantee that it will use the most current and professionally accepted methods of data collection. Subscriber agrees to hold True Hire harmless for any loss or injury arising from True Hire's mistakes in procuring, compiling, reporting, and delivering information.
- Any breach of this agreement shall constitute a material breach and shall be grounds for True Hire to terminate this agreement immediately without any type of written or verbal prior notice.
- Subscriber shall be responsible for obtaining and keeping on file, a signed release from all applicants as required by the FCRA. These releases must be made available to True Hire upon their request. Subscriber agrees to keep these releases on file or forward to True Hire for a time not less than the minimum specified in the FCRA.
- If any amount due True Hire under this agreement needs to be placed for collection by True Hire, Subscriber shall be liable for the full amount, interest, late fees, and any costs associated with the debt's collection, including reasonable attorney's fees.
- This agreement shall be governed by the laws of the State of Ohio, and all disputes arising from this agreement shall be settled in the courts of Stark County, Ohio.
- The undersigned is duly authorized individually and/or on behalf of and as a representative of the subscriber to execute and carry out this agreement.
- This agreement shall become effective immediately upon having been signed by representatives of both parties.
- This is the full and complete agreement between these parties. Any changes or addendums must be in writing and signed by both parties to be valid.

Subscriber

Contact Name (Print): _____

Phone: _____

Street Address: _____

City, State, Zip: _____

Email: _____

[Sign Here](#)

Signature: _____ Date: _____

True Hire (for office use only)

Representative: _____

Title: _____

Date: _____

Payment Terms

Billing will be generated on the 15th and last day of every month. The full balance of the invoice will be due net 15 days. A 3% late fee will be charged for invoices not paid in this time frame.

New Client/Family Information



Background Checks for

Nannies

by true hire

11726 Cleveland Ave. NW

Uniontown, Ohio 44685

TEL 800.262.7301 FAX 800.262.6720

info@true-hire.com

Instructions: Please complete this application and return it to True Hire.

Client Information Must list physical address of home.

YOUR NAME		EMAIL	
PHYSICAL STREET ADDRESS		CITY, STATE, ZIP	
PHONE	OFFICE PHONE	CELL PHONE	

Background Check Services Requested Choose your Package:

<input type="checkbox"/> Babysitter \$12.99 <ul style="list-style-type: none">• Social Security Number Trace,• National Sex Offender Search• National Identifier Criminal Search	<input type="checkbox"/> NannyBasic \$21.99 (Includes everything in the Babysitter Package, plus...) <ul style="list-style-type: none">• County Criminal Search for current county	<input type="checkbox"/> NannyStandard \$39.99 (Includes everything in the Babysitter and NannyBasic Packages, plus...) <ul style="list-style-type: none">• Counties Criminal Search for up to two previous counties,• Driving Record	<input type="checkbox"/> NannyPlus+ \$54.99 (Includes everything in the Babysitter, NannyBasic and NannyStandard Packages, plus...) <ul style="list-style-type: none">• Reference Checks for up to 3 former employers/families
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Maiden Names: True Hire sometimes locates maiden names and other names that an applicant has recently used while conducting the Social Security Trace. Since Criminal Records are kept by name, it is important to search any additional names used within the past 7 years. Additional charges per name will apply. Please initial indicating you understand True Hire's policy regarding additional names.

Initial Here

X _____

Reports to be delivered:

<input type="checkbox"/> Priority Mail (additional charge of \$6.99 applies)
<input type="checkbox"/> Fax Initial _____ (Please note report contains sensitive personal data and initial above that this fax is in a secure location and report will be kept confidential)

Potential Nanny Information

NANNY'S NAME	HOME PHONE
EMAIL	CELL PHONE

(True Hire will contact the nanny candidate directly to obtain the necessary information and signed release)

PAYMENT

Please Include attached credit card authorization.

AGREEMENT: I, the above named family or individual, am hiring True Hire to conduct a background check for employment purposes. I understand that the report is to be kept confidential and not shared with anyone else. I further have been advised of and understand my obligations under the FCRA and certify that I will comply with these requirements. I indemnify True Hire and release the from any liability that may arise from my failure to properly comply with any federal, state, and/or local laws regarding the use of the information that True Hire provides.

Print Name: _____

Sign Here

Signature: _____ Date: _____



Credit Card Charge Authorization

True Hire requires screening services to be billed to a credit card. Your credit card will be charged at the end of the month for Consumer Reports completed within that month. You will still receive a monthly invoice but it will be marked as paid by credit card. For months in which there is no screening activity, there will be no charges invoiced or billed.

Initial Here

X _____ Please charge my monthly invoice to my credit card.

OR Here

X _____ Please make a one-time charge of \$ _____ to my credit card.

Billing Information

Name: _____

Billing Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Charge Card Information (As it appears on the card)

Card Type: Visa MasterCard Discover American Express

Card Holder: _____

Card Number: _____

3 Digit Security Code: _____

Expiration Date: _____

I Authorize True Hire to charge my monthly invoice to the credit card listed above.

Sign Here

Signature: _____

Date: _____