



**NORTH SHORE  
NANNIES**

## Candidate Screening Services Request

We are happy to assist you with screening candidates you are considering for household employment. When you submit this form, we'll get in touch with you and get the process started.

Here's what's included:

1. Client intake.
2. Candidate phone interview including assessment of work history, child care experience
3. Reference checks. We will check up to three, making three attempts.
4. Criminal Background check includes social security verification, driving record check, national criminal and sex offender registry check and county criminal conviction check.
5. Written report of results

Complete screening package...\$395

It's easy to get the process started. Just complete this form, obtain a signed release from the candidate you'd like to have screened and submit everything to us by fax or email. Turnaround times can vary depending on where we have to check and how quickly references respond to our calls.

### Contact Information

Your Name	Your Phone Number	Your Email Address
Candidates Name	Candidates Phone Number	

*This agreement is between the undersigned (Client) and North Shore Nannies of Illinois, Inc. (NSN) The parties agree as follows: 1. Client retains NSN to conduct background screening services on candidate(s) Client is considering for household employment. 2. Client agrees that all information obtained as a result of these services is to be kept confidential. Client may not provide information furnished them to any third parties. NSN assumes no liability for misuse of information by Client. 3. The decision to employ a candidate rests solely with the Client. NSN does not guarantee the credentials, performance or Client satisfaction with any candidate. Client agrees to indemnify NSN and hold all its employees and representatives harmless from any damages or liability arising from or in any way connected with the interviewing, selection, screening or any other service provided by NSN. Client's signature authorizes NSN to process payment of all fees on the client's credit card. A photocopy or fax of this agreement is considered as valid as an original. Client signature confirms that Client has read this agreement thoroughly, had sufficient opportunity to seek legal counsel, if desired, and therefore understands and agrees to all its terms and conditions. Client's signature authorizes NSN to process payment of all fees on the client's credit card. A photocopy or fax of this agreement is considered as valid as an original.*

North Shore Nannies of Illinois, Inc. \_\_\_\_\_  
 Kathleen Murphy, President

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### Payment Information

Client's Signature	Print Full Name	VISA / MC / AMEX		
Street Address		Zip Code	Expiration Date	Today's Date

**North Shore Nannies of Illinois, Inc.**

Box 6313 Evanston IL 60204 tel. 847.864.2424 fax. 847.556.0666 kathy@northshorenannies.com northshorenannies.com

EMPLOYMENT CANDIDATE CONSENT TO BACKGROUND SEARCH AND INVESTIGATION

CONSUMER NOTIFICATION: This is to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, promotion, reassignment, and/or retention as an employee. The report may include, among other items, criminal background information, confirmation of your educational and employment history, an investigative consumer report (for which you may request a disclosure of nature and scope) as to your work performance, and confirmation of any references provided.

The undersigned hereby authorizes NORTH SHORE NANNIES OF ILLINOIS, INC. (hereinafter referred to as "Employer") and/or its agents to make an investigation of my background, references, character, employment, credit, motor vehicle, education, and criminal history record information which may be in any state or local files, including those maintained by both public and private organizations, and all public records, for the purpose of confirming the information contained in my application and/or obtaining other information which may be material to my qualifications for employment. A telephone facsimile (fax) or xerographic copy of this consent shall be considered as valid as the original consent.

In the event of my employment by Employer, this authorization shall remain in effect for the duration of such employment. Prior to taking adverse action as a result of any investigations resulting from this authorization, Employer shall provide to me a copy of the consumer report or investigative consumer report which caused such adverse action and a summary of my rights under the Fair Credit Reporting Act.

I release Employer and/or its agents and any person or entity which provides information pursuant to this authorization from any and all liabilities, claims, or lawsuits in regard to the information obtained from any and all of the above-referenced sources.

Please type or print legibly, black ink only.

True and Complete

Legal Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Maiden or Other

Names Used: \_\_\_\_\_ Dates Used: \_\_\_\_\_

Present Street Address: \_\_\_\_\_ Dates of residence (e.g. 1998 to 2000): \_\_\_\_\_ to \_\_\_\_\_

City: \_\_\_\_\_ County \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Other cities and states lived in during the past seven years:

City: \_\_\_\_\_ State: \_\_\_\_\_ Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: The above information is required to ensure positive identification and is in no manner used as qualification for employment. California, Minnesota, and Oklahoma employer applicants check this box  if requesting copy of report be sent to address above.

NORTH SHORE NANNIES OF ILLINOIS, INC. REQUEST FOR PROCESSING

- Criminal History, County Jurisdictions
 Credit History
 Education Verification
 Motor Vehicle Record
 SSN Trace

If requesting employment, professional reference, or education, include job history, reference names and tel numbers, and educational background.

Requestor's Name: \_\_\_\_\_

Tel: 847-864-2424 Fax: 847-556-0666

ClientID: nor

Fax to: PRE-EMPLOYMENT, INC.

210 829 5556