

## NANNY/CAREGIVER REFERENCE INVESTIGATION POLICIES AND STIPULATIONS

**By your signature on the form requesting our nanny/caregiver reference investigation services, you agree that you have read, understand, and accept the following policies and stipulations.**

**Legal Services:** Nanny/Caregiver reference Clinic and its parent L.D.A. Enterprises, Ltd. is not a law firm, nor do we employ attorneys. However, we will be available on a for-fee basis to provide certain services to you or to the attorney of your choice. These services may include written or in-person depositions or providing expert witness testimony. Fees for these services are listed under our optional services and support fees section.

### **Time required for completion:**

We cannot guarantee a specific time frame for the completion of your nanny/caregiver reference investigation. Most investigations can be completed and a report sent within 7 business days. However, since all references are obtained by direct phone conversation we cannot be responsible for those individuals who do not respond to our attempt at contact. The contact may be traveling, on vacation, or simply avoiding our phone calls. Therefore, we will ask you to provide at least one alternative contact, and guarantee that under any circumstances we will send your report by email or at your request first class U.S. mail as soon as it is available, or *at most within 2-weeks of the receipt of your prepaid order*. The report will contain the complete documentation of our reference checking efforts, or it will show that the contact(s) you provided were not available or non-responsive to our efforts to speak with them. In either case we will include, along with our report, a copy of your free “nanny/caregiver guide” as indicated on our nanny/caregiver reference verification web pages.

### **Statement of Confidentiality:**

All information provided by you or any member of your family will remain totally confidential. It is important to understand that your information is totally secure with us. L.D.A. Enterprises, Ltd. does not sell lists of clients or in any other way disseminate personal information provided by our clients to any third party or organization for any reason without your prior written consent.

### **Accuracy of Information:**

We do our very best to assure the accuracy of all information gained through our reference investigations. However, we are not responsible for any inaccurate, untruthful, or misleading information conveyed by the individuals providing references nor are we responsible for conducting criminal background investigations. Therefore, you agree that LDA Enterprises and its Reference Clinic division is to be held harmless and incur no liability for damages done, theft committed, or any other adverse consequence resulting from a decision to hire any individual(s) based upon information contained in our reference investigation report. We do not either advocate or discourage the hiring of any individual. We are merely a conduit of information to assist you in reaching your best hiring decision.

### **Refund Policy:**

LDA Enterprises and its Reference Clinic division cannot be responsible for contacts that do not return our calls or repeated requests for information. You as the client have an obligation to furnish us with accurate contact information so that we can reach the individual(s) who will be providing the reference(s) for your nanny/caregiver applicant(s). Therefore, if the contact does not return our calls or attempts at contact after multiple attempts within two weeks, we will document our efforts and send your final report. *Because we do guarantee to extend our maximum effort to satisfy you as a client, and since we are also providing you with services and information that goes beyond the actual reference check, our fees or any portion of them are non-refundable.*

# NANNY/CAREGIVER REFERENCE VERIFICATION ORDER FORM

ReferenceClinic.com  
L.D.A. Enterprises, Ltd.  
Parkdale Plaza, 1660 South Hwy 100, Suite 500  
St. Louis Park, MN 55416  
Email: [References@EmploymentClinic.com](mailto:References@EmploymentClinic.com)

Phone: (952) 697-3663  
Fax: (952) 697-3667

Please fill out and submit one form for each individual reference you need verified.

**Nanny/Caregiver Reference Verification Order Form** *All information you provide is considered completely confidential and will not be released to any third party or organization without your written consent.*

## **Your Personal Information:**

Name (Mr. or Ms.): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## **Nanny/Caregiver candidate's personal information:**

Name of the nanny/caregiver candidate: \_\_\_\_\_

Social Security or ID number of the nanny/caregiver candidate (if available):  
\_\_\_\_\_

Current Address of the nanny/caregiver candidate:  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone of the nanny/caregiver candidate: \_\_\_\_\_

Cell Phone of the nanny/caregiver candidate: \_\_\_\_\_

## **Referring Agency (only if referred through an agency):**

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_ Agency Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

**Please fill out the following BOLD highlighted information for each reference you wished checked**

**The nanny/caregiver candidate employer contact information:**

**Head of household or agency to contact for reference: Mr. /Ms.** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**If a Nanny candidate the number of children cared for: Boys** \_\_\_\_\_ **Girls** \_\_\_\_\_

**If other Caregiver, the name of the person cared for and their family relationship** \_\_\_\_\_

\_\_\_\_\_

**What were the dates of the nanny or caregiver's employment: from** \_\_\_\_\_ **to:** \_\_\_\_\_

**Is he/she still employed? If not, why did the nanny/caregiver leave his/her last employer?**

\_\_\_\_\_

**Agreement Statement:**

*By your signature below you acknowledge that you have read and agree to the policies and stipulations as published on our Reference Checking Policies and Stipulations webpage and authorize The Reference Clinic and its employees or agents to contact the above named nanny or caregiver employment references and/or referring agency. You agree that we are not responsible for any inaccurate, untruthful, or misleading information conveyed by the individuals providing references nor are we responsible for conducting criminal background investigations. Therefore, you agree to release and hold harmless The Reference Clinic and its employees or agents for damages done, theft committed, or any other adverse consequence resulting from a decision to hire any individual(s) based upon information contained in our reference investigation report. Although we do our best to provide timely information and in most cases can provide a completed report within 7 business days from the time we receive your order, you agree that The Reference Clinic cannot give any guarantees regarding the exact time frame in which results can be provided. However, under any circumstances we will complete our report with 2-weeks of the receipt of your prepaid order. You further agree that fees paid are not subject to refund once a reference investigation has been initiated.*

**Order Information – please select your service:**

- One comprehensive nanny reference investigation - \$179.95  
(Agency reference investigations are conducted at the same price)
- Two or more comprehensive nanny reference investigations - \$174.95 each

Quantity ordered \_\_\_\_\_ Total amount: \$ \_\_\_\_\_

- Unless otherwise requested, reports will be emailed to your provided email address and, **if requested**, a hardcopy will follow by 1<sup>st</sup> Class U.S. mail.

**Optional services and support fees (applies to all reference checking investigations).** Fees for other services appear on our ReferenceClinic.com home page and include expert witness testimony and deposition charges.

*The following charges are in addition to all fees quoted above. Please check applicable boxes.*

- **Reports sent by email and 1st class U.S. mail - Included**
- Faxed reports - \$15.00 per report
- Reports by telephone - not available
- Notarized affidavits sent by US mail - \$15.00 per report
- Canadian reference investigation report - \$15.00 per report
- Telephone depositions - \$250 per hour (1-hour minimum)
- Expert witness testimony or in-person depositions – \$1,850 per day, per person attending (one-day minimum) plus all applicable expenses.

Total cost of optional services (if any) \$ \_\_\_\_\_

**Total charges including optional services** \$ \_\_\_\_\_

Please check one: Visa \_\_\_ MasterCard \_\_\_ American Express \_\_\_ Check \_\_\_

Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Charge card security code \_\_\_\_\_ (last 3 numbers on the back of your *Visa or MasterCard* typically on the right hand side of the signature strip) or (the 4 number code on the front of the *American Express Card*, on the right hand side just above your card number.)

Cardholder's Name (exactly as it appears on the card): \_\_\_\_\_

Billing address of the cardholder: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

You may pay check, Visa/MasterCard, or American Express. If you are paying by check, your check and authorization form (this form) should be signed and mailed to the address below. If paying by credit card, you may also email or fax the completed and signed forms to our secure fax line: (952) 697-3667, attention Edna Campbell.

L.D.A. Enterprises, Ltd.  
West End Plaza, 1660 South Highway 100, Suite 500  
St. Louis Park, MN 55416  
Attention: Edna Campbell

Email address: [References@EmploymentClinic.com](mailto:References@EmploymentClinic.com) / Secure fax: (952) 697-3667