



OUR 74-POINT QUALIFICATION PROCESS ENCOMPASSES THE FOLLOWING POINTS

LEGALITY AND WORK ELIGIBILITY

- Citizenship check
- Green card check
- Work permit check
- Copies made of all documents

IDENTIFICATION VERIFICATION

- Legally validated current ID
- Passport
- Driver's license
- US State identification card
- Birth certificate
- Copies made of all documents

BACKGROUND CHECK

Background and criminal history checks performed by US Information Search

- Nationwide background
- Social Security check
- Sex offender's registry
- Misdemeanors
- Felonies
- Convictions
- Arrest history
- Address history
- Driving record
- Traffic violations

PERSONAL INFORMATION

- Full name
- Email address

- Home address
- Phone number
- Home
- Mobile
- Automobile (make, model, year and color)
- Auto Insurance Verification
- Willing to use car for work
- Which languages do they speak
- Hourly rate requirement
- Position desired
- Willingness to travel
- Cooking ability
- Willingness to cook
- Do they feel comfortable working with pets
- When can they start
- Anything that they definitely don't want to do in a home or with children
- Education level
- Hobbies
- Do they currently attend school
- Brief introduction (tell us about yourself)
- Why they want to do this type of work
- Description of their ideal job
- Level of commitment (How long do they plan to do this type of work)
- Weekend availability
- Overnight and on-call availability





PROFESSIONAL EXPERIENCE

- Work history
(minimum two years in profession)
- Reference checks
(checked-in person while they wait)
- Employer name
- Address
- Duties
- Ages of persons cared for
- Work schedule
- Reason for leaving
- Record of internal OC Nannies staff
who checked references for accountability
purposes
- Experience caring for infants
- Activities during work history gaps
- Job stability and reliability assessment
- Over-all presentation
- Personality (disposition and demeanor)

TRAINING & CERTIFICATIONS

- CPR certified
- Trust Line Registered
- Career development courses
- Child Development assessment
- We refer our candidates to the best schools
in the area, which we have personally
sourced, in order to help facilitate them
getting their certifications up-to-date

VACCINATIONS

- Proof of vaccinations

We refer candidates to local clinics which we have personally sourced to facilitate their acquisition of current vaccinations.

SPECIAL NEEDS TRAINING

- Specialty Skills
- Sign language
- Nutritional training
- Special diets (For cooks and chefs)
- Client Compatibility
- We apply our extensive experience to assess and ensure a candidate compatibly with our clients when choosing who you meet. We put ourselves in our client's shoes in order to try to match the right people, not only based on professional criteria, but on personality fit as well, to ensure a successful working relationship
- Upon hiring one of our candidates, our agency will provide you with a packet containing all pertinent information we have collected about your hire

