



Thank you for inquiring about our services. Our placement team looks forward to working with you. Since 1958, In-House Staffing @ Aunt Ann's has been assisting families and individuals in the hiring of in-home staff. We are proud to be a third generation family business! Our nannies, baby-nurses, house managers, housekeepers, cooks, personal assistants, couples and elder care providers are professionals in the industry and are recruited specifically for your household needs. We look forward to you joining the In-House Staffing @ Aunt Ann's family and experiencing "Our Tradition of Caring."

**Getting Started:** We will begin your search once we receive a signed **Fee Agreement** confirming your understanding of our fee for services. Please complete by signing where indicated and return to us via our fax, (415)749-2083 or by mail to: Aunt Ann's In-House Staffing, 2722 Gough Street, San Francisco, CA 94123

### **Frequently Asked Questions**

**Is there a registration fee to hire your agency?** **NO**, there is no registration fee to start your on-call, temporary or long term search.

**Is there an additional fee for Background Checks?** **NO**, there is no additional fee for background checks executed by independent agencies on candidates that you hire from In-House Staffing @ Aunt Ann's. Our Background Checks include the following and are initiated after a candidate is hired:

**Trustline** (a California law for nanny agencies) [www.Trustline.org](http://www.Trustline.org) for any childcare provider

**Employment Background Screening** by [www.PFCInformation.com](http://www.PFCInformation.com) which include: Department of Motor Vehicles report, Social Security Verification, 5 to 7 year search of county/superior court for any convictions

**Do I need to complete the Application for Services?** **NO**, this is an optional form that is very helpful in providing us with your initial job description. If you prefer, we can discuss your requirements over the phone.

**What is the next step?** After receiving your signed fee agreement, we begin your search for your new employee. In-House Staffing @ Aunt Ann's will arrange initial interviews for you at your convenience. You will receive a detailed profile or resume of the candidates of interest. Our files are open for your review.

**How does the process work?** Our placement team personally interviews each candidate we introduce to you and each candidate completes an extensive job application. We confirm recent work experience, verify legal documentation for work authorization, and personally check references. These documents are available to you as we complete them. Should you identify a candidate you would like to hire, we can offer a one to five day working trial interview in which you pay the candidate for their time, but no fee is charged by the agency. We understand the importance of each search and work hard to make sure you are hiring the best person possible to accommodate your needs. **No fee is charged until an offer of employment is accepted by a candidate.**

**Thank you for considering Aunt Ann's In-House Staffing the top resource for your childcare and domestic needs!**