

Careful Caregivers, LLC  
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**Fax: 908-431-7793**

# Careful Caregivers

**Family Registration Form: Please submit this form to our office and a representative will call you upon receipt.**

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Best Time to Call: AM PM Date care is needed \_\_\_\_\_

City/St/Zip: \_\_\_\_\_ County: \_\_\_\_\_ How did you hear of us? \_\_\_\_\_

Phone Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Ages and gender of children or relative needing care \_\_\_\_\_

E-mail address we should use to send caregiver profile: \_\_\_\_\_

For confidentiality, who is involved in the decision to hire? \_\_\_\_\_ May we provide your phone # to caregiver to call for interview? Y / N Does anyone in your household smoke? Y / N are you using other resources to find care? Y / N \_\_\_\_\_

### Caregiver Special Requirements

Age range desired \_\_\_\_\_ Minimum Years of Work Experience \_\_\_\_\_ Is Driver's License Required? Y / N Is Provider required to have own car? Y / N Will you provide a car if transporting children or loved one? Y / N Will you provide gasoline expense/transportation to and from your home Y / N List days and times caregiver is needed / **attach additional sheet if desired.**

MON \_\_\_\_\_ TUES \_\_\_\_\_ WED \_\_\_\_\_ THURS \_\_\_\_\_ FRI \_\_\_\_\_ SAT \_\_\_\_\_ SUN \_\_\_\_\_

### Long Term One Time Permanent Placement Fee

\_\_\_ Live-in/Live out care .....\$1,200.00

### Short Term Special Care

\_\_\_ Hotel Babysitter.....\$50.00

\_\_\_ Newborn specialist/ 24/7/Emergency/Temporary/Summer.....Quote

\*Caregivers are paid directly by the family at the time of service.

Check off (**above**) the search service you are requesting.

\*Transportation fees to and from your home may apply to the caregiver.

### Comprehensive Background Checks

The Caregiver screening includes a National Criminal Index Report. County Criminal Court Search, applicant verification, Social Security Check and Drivers License History. These reports search state and county records for Criminal Conviction, Arrest, and Department of Correction records and sexual offender registry from across the United States.

### The following will help us in refining your search

Are there special needs? \_\_\_\_\_

Medicine admin needed? Y/ N Do you live close to public Trans? Y/ N

What pets do you have? \_\_\_\_\_ Is pet care required? Y / N

Is caregiver required to be a swimmer? Y/ N Is CPR required Y/ N

**Please define your situation at home:** \_\_\_ Both parents work away

\_\_\_ Stay at home parent \_\_\_ Both parents work at home \_\_\_ Elder

\_\_\_ Single parent household \_\_\_ One parent works at home \_\_\_ other

### Additional Services Requested:

\_\_\_ Infant Care \_\_\_ Toilet Training

\_\_\_ Transport Children \_\_\_ Light Housekeeping

\_\_\_ Laundry for Children \_\_\_ Laundry for Family

\_\_\_ Cooking for Children \_\_\_ Cooking for Family

Other \_\_\_\_\_

\_\_\_ Arts & Crafts \_\_\_ Homework Asst

\_\_\_ Senior Companion care \_\_\_ Eldercare 24/7

# FAMILY REGISTRATION CONTRACT

## Careful Caregivers commitment and service to our Families

We introduce quality care providers, nannies and companions to families for employment through our professional service. Our obligation in referring any caregiver candidates will end after you have hired a caregiver, the contract has expired or you inform us your search has ended. We make every effort to fill your specific job order request however we do not guarantee the success of our efforts on your behalf. We look forward to working for you! We reserve the right to reject or terminate a family registration with notice. By signing this agreement below, you agree to pay the placement fee based on the fee schedule on page one if you hire a caregiver introduced to you by Careful Caregivers, LLC. You are entitled to a one-time replacement search at no charge if your caregiver terminates or is terminated within 1 year of this contract and you have paid the placement fee. All requests for a replacement must be received in writing. Any changes to a job order must be received in writing. The placement fee is a one time fee paid to Careful Caregivers for finding and referring the caregiver to you for employment and paid only if you hire. Upon offer to employ a candidate referred through Careful Caregivers, LLC the placement fee is due and must be paid in full before the first day of employment. If you should decide to retain the services of a temporary caregiver for long term employment a buy out fee of \$1,200 is required in addition to any agency temporary service fees already paid to Careful Caregivers LLC.

**Hotel Sitter Service :** Once a reservation with a Hotel Babysitter for the day/night is arranged the agency fee of \$50 is **non-refundable. (Initial)** \_\_\_\_\_

**Special Care:** Is a pre-arranged agency fee charged to a major credit card until you notify us that the temp service is no longer needed. Once a Special Care caregiver is reserved a deposit of \$50 is required, **this fee is non-refundable.**

**All Placement service fees to Careful Caregivers are non-refundable;** families pay caregivers directly for their services.

## Confidentiality Agreement between parties

Upon registration with our firm and engaging our services you indicate you understand all information provided by us under this contract is confidential and for your personal use only. Our caregivers have agreed to allow their information to be shared ONLY with our contracted clients. By signing a contract with Careful Caregivers, LLC you agree to keep these reports and all other information supplied by Careful Caregivers, LLC confidential. You will not share this information with any third parties (other than those people designated on the application). Violation of this provision could subject you to liability for our caregiver's indirect, special and consequential damages, including but not limited to lost profits. **In the event you refer any caregiver introduced to you by Careful Caregivers, LLC to a third party who hires the services of the caregiver within one year of introduction, you will be obligated to pay a placement fee equal to the type of service the caregiver is providing the third party as per the fee schedule on the first page. In the event you hire a caregiver referred by Careful Caregivers without notification to Careful Caregivers you will be charged and obligated to pay the placement fee.**

**Liability Indemnification and Hold Harmless/Client acknowledgement - Careful Caregivers shall not be liable for any claims, damages, or injuries of any nature which the Prospective Caregiver might have against the Employer or members of the Employers household or any third parties, or any claims, damages or injuries of whatever nature that the Employer, members of the employers household or any third parties may have against the Prospective Caregiver. The Employer shall protect, hold harmless and Indemnify Careful Caregivers, LLC with respect to any claims resulting from this contract.**

**Disclaimer-** Careful Caregivers, LLC is providing a referral and matching service only. Careful Caregivers, LLC performs background checks on caregivers and will ensure background checks are submitted to you to the extent you notify us promptly of your intent to hire a specific caregiver. Referrals are not an endorsement of any caregiver. Caregivers are not employees of Careful Caregivers, LLC and we are not responsible for their actions. By signing below you release us from any responsibility for any incidents that may arise as a result of such referrals and you further acknowledge it is your responsibility to check references and collect any other documentation if desired to make an informed decision. This contract is valid for 1 year from date submitted. This Agreement is the sole and entire agreement between us. This agreement may be amended only by a written agreement.

(Required) ApplicantSignature \_\_\_\_\_

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

## PAYMENT

I wish to engage the services of Careful Caregivers for a caregiver employment search. Careful Caregivers will update me with information on caregiver candidates as caregivers become available according to my specific search requirements. I will contact Careful Caregivers LLC, when I hire a caregiver so they may update records and discontinue marketing efforts on my behalf. The placement fee is due upon confirmation of an offer to employ a caregiver and the credit card below will be billed the appropriate placement fee. A receipt will be provided for my records. If payment by check (\$30 returned check fee will apply) check # \_\_\_\_\_. Checks payable to: Careful Caregivers LLC.

**A Credit Card is required to be held on file for all services.**

**Please indicate (circle) Payment Method:** *Discover / Visa / MasterCard / AMEX / Check*

Credit Card Number \_\_\_\_\_ Expire Date \_\_\_\_\_

Card Holder Signature (Required)

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