

## **When should I give personal information about myself and my references to a new family?**

While the vast majority of online ads are from genuine parents looking for childcare, there are some people who will use the unregulated in-home childcare market as a way to steal a nanny's identity, gain access to a nanny's reference information or even assault the nanny. A few basic precautions as well as listening to your gut instincts about a person can help you avoid these potentially dangerous situations.

**Use Nanny Placement Agencies** – As much as possible, use a placement agency such as Alyce's. Although this is not a guarantee, parents that use a placement agency have been interviewed by the agency and have paid a significant fee for the service. People interested in scamming a nanny will probably avoid the fee. People who wish harm to a nanny will avoid meeting a professional whose instincts for character have been developed over many years of meeting with families.

**Protect Your References** – Reference information should be guarded carefully to protect the children you have worked with, your former employers and your reputation with them. If you use a resume, list references as "available on request". When listing previous families on your resume, only list the last name of the family and the general location. Never use their address or the first names of anyone in the household. Never list references in your response to an online posting for a position. See below for the appropriate time to give reference information.

**Avoid Giving Excess Personal Information** – When responding to an online ad for a position, list your basic qualification such as number of years as a nanny, ages of children you have cared for, any special experience you may have (more than one child, twins, special needs, etc.). Also list any education, training or certificates you hold. You can include some personal information like whether you drive, smoke or have had a recent TB test. Do not give your address or provide copies of any documents such as your driver's license in these initial emails. See below for the appropriate time to give more personal information and documents.

**Prepare for the Interview** – Make sure you have communicated enough with a parent to get a feel for them and the position before going on an interview. Trust your instincts. If you have reason to think the person emailing you is not a parent or does not have a legitimate position, don't pursue it.

**Have Documents Returned If Position Doesn't Work Out** – Once you are in the second interview stage (see below), you should trust the family enough to provide personal documents. If the position doesn't work out, ask for the documents to be returned or shredded. Even though you are sure the family doesn't mean you any harm, they may be careless with your information, allowing someone less scrupulous to get a hold of them.

**Trust Your Instincts** – Following all these guidelines is no guarantee that you will have a successful experience with everyone you encounter on the internet. You have to use your best judgment about a person's character. Whether or not the parent meant you harm, the uneasy feeling probably indicates the family is not a good match for you.

## Employment Documents Timeline What Documents are Expected and When to Give Them\*

<b>Steps in Employment Process</b>	<b>Documents/Information to Give</b>
Posting your information online. Responding to parents' online posting for position.	Resume that does not include references or your address. Basic information about yourself, contact information should be limited to phone and email address.
Further email discussion about the position. Phone interview.	Continue to provide as much information as possible so that you and the parents can determine if the fit is right without giving reference contact info. or your address. Trustline Clearance number.
In person interview.	Resume with address. References (bring with you but do not give unless both you and parents feeling strongly about pursuing the match, never include family's address)
Mutual interest in pursuing match.	References (never include family's address)
References are checked, second interview scheduled.	Copies of following as applicable: Driver's license CPR/First Aid Certificates Educational Certificates/Diplomas TB Test Results Social Security Card, Passport or Residency Card
Employment is agreed to.	Complete the following documents if applicable: I-9 W-4 Emergency contact information (relatives' names and phone numbers in case you are injured or become sick on the job). Provided copies of insurance coverage if applicable.

\* Most nanny placement agencies ask for a variety of information and documents in the beginning of the employment process. Unless you have reason to think the company is not reputable, it is generally safe to give these documents to the agency when asked. They typically release the documents to parents as outlined above. If you have any concerns, asks the agency how they keep a nanny's personal information safe.