

APPLICATION CHECKLIST

When sending these documents to TBC:

1. Send by fax or email (details below).
2. Save each document to your first and last name and the name of the file (i.e. John Doe Agreement). Documents that are not labeled according to these guidelines will be deleted.

By Fax: (888)371-6410 **By Email:** forms@thebabysittingcompany.com

****PICTURES MUST BE EMAILED****

The following list of required documents must be completed and sent correctly to be considered for a position with TBC.

- **COMPLETED APPLICATION**
- **SIGNED W9**
- **PHOTOCOPY OF DRIVERS LICENSE, GOVERNMENT ISSUED ID OR PASSPORT**
- **RESUME (OPTIONAL)**
- **BIOGRAPHY**
Include background, education, hobbies and childcare experience. Include things you like to do when you are babysitting and on your free time. You may include the year you were born but do not include your age as you will have to update it yearly. Two paragraph maximum.
- **TWO DIFFERENT PROFESSIONAL (LOOKING) PICTURES (BY EMAIL ONLY)**
Professional looking pictures only. Must be in front of plain background or nice scenery. Picture may not be cropped. Sitter must be smiling, wearing appropriate clothing and no “selfies”.
- **TWO LETTERS OF RECOMMENDATION (WITH CONTACT INFORMATION)**
Must be professional references from previous employers, teachers, professors or supervisors. They may not come from family or friends. Make sure to let your references know to expect a call from TBC.
- **VALID CPR CERTIFICATION** Send both sides of the certification card.
Certifications must be from an in-person class in the United States.

FINAL STEP

Once everything on the application checklist is completed and sent properly please send a separate email to forms@thebabysittingcompany.com so that your file may be reviewed.

Once the file is approved, the link for the drug test and background check will be sent by email.

TBC uses HireRight for all background and drug testing. Babysitters will be required to provide a clear background check (no arrests and/or charges) and a clear 10 panel drug test.

If you have recently (in the past 30 days from the date of your interview) completed either test, you may provide to TBC for approval.

Once results have been reviewed and are clear, TBC will send the Independent Contractor Agreement, which will have to be returned (and labeled correctly).

TBC will contact Babysitter to welcome him/her to our team and to verify assignment location preferences.