

Our Placement Process

We invite you to review the various steps of our careful and considerate placement process.

Step 1: Once you advise Immanuel Agency, Inc. of your basic caregiver or domestic requirements we will provide you with a Job Description/Application Form and Family Agreement Form

Step 2: Upon receipt of your completed Job Description/Application Form and Family Agreement Form, we will contact you directly to confirm your specific needs and then commence our search for suitable candidates.

Step 3: We will call you when we have identified one or more candidates who can fulfill your job requirements. You perform an initial telephone interview, and if you wish, follow that up with an in-person meeting at your home or in our office.

Step 4: Once you and your job candidate have reached an employment agreement, Immanuel Agency, Inc. will conduct thorough background checks that include criminal, civil, Department of Motor Vehicles, and sex offender.

Step 5: If you are seeking one of our childcare options, complete, sign, and return the Nanny Family Childcare Agreement Form and the Authorization to Treat a Minor Form to Immanuel Agency, Inc. If you are seeking other caregiver or domestic help, complete a contract that provides the detailed terms and conditions of employment. Sign the contract and return it to Immanuel Agency, Inc.

Step 6: Read the Terms and Conditions of Immanuel Agency, Inc.'s Placement Services as stipulated in the every Family Agreement.

Step 7: Pay the applicable Placement Fee* to Immanuel Agency, Inc. This fee covers the employee placement as well as up to two guaranteed replacements within 90 days in the event you, as employer, are dissatisfied with the original employee.

Step 8: Your caregiver or domestic help starts work as per the terms of your contract. As part of Immanuel Agency, Inc.'s continuing enrichment and motivation program, your employee will receive periodic updates, information, and tips from us.

* Placement Fee is payable via Check mailed to the below address or arranged to be picked up at a designated time and place.

You can reach Immanuel Agency, Inc. by email: info@immanuelagencyinc.com or phone: 212-594-2859. Make an appointment to visit us at our new location: Immanuel Agency, Inc. 630 9th Avenue, Suite 405, New York, NY 10036. DCA License No. 1119193