

REFERENCE PACK for au pair profile. (updated 19 January 2010)

Our service is designed to assist applicants with AUSTRALIAN Nationality to find an au pair position abroad and benefit from the support of a reputable agency in Australia and in Europe, meaning the best support *before and during* your au pair experience.

It contains

- Important information to read
- Checklist
- All forms

At smartaupairs we provide a service that is **safe, simple and affordable**. To use our service, you need to qualify for an au pair visa or 'working holiday visa'

<http://www.immi.gov.au/visitors/working-holiday/australians-overseas/>

Some of our short programs (up to 3 months) are on a holiday visa and unpaid.

Please complete all forms and return this as **one complete profile pack (see checklist)**. Scan and e-mail to info@smartaupairs.com.au or post the pack.

To start your application, please submit your complete profile by e-mail together with a profile deposit of **\$150**. We charge \$30 extra for a paper profile by post or incomplete.

Together with your online registration, this makes your application complete and we will call you to book an information session and your interview.

After the interview, we send your file to a partner agency in your country of choice who will arrange family introduction. At this stage the program fee of **\$200** is payable, which is refundable if we are unable to match you with a family in the countries* of your choice.

Kind regards

Nicole Kofkin
Managing Director

PS – please read the online country guide on our website and check the visa requirements for the country or countries you are applying for.

What is an au pair? – quick guide, for more information please go online. We have adopted the ECAPS (European Committee of Au Pair Standards) definitions.

As au pair you take part in a cultural exchange program. For the au pair programme you must fit the following: (conditions and age limits vary slightly by country due to au pair visa)

- Age 18 – 27 (18 - 30 in the UK on Working Holiday Visa)
- be unmarried and have no children
- be flexible, friendly and open
- be happy to help with childcare and light housework for up to 30 hours per week
- stay for a minimum of 6 months - maximum of 24 months* (visa permitting)
- be fit and healthy, no criminal record

The au pair should help look after the children and do some light housework in exchange for a comfortable room, pocket money, food & drink, the chance to get a taste of the host family's cultural and social life and learn a little bit of the local language.

YOUR REWARDS

You can expect 2 full days off per week and lots of time to study and enjoy! You pay for your flights and language classes. Your contract includes a week paid holiday for every 6 months worked and you have a notice period of two weeks, should you need to leave earlier than planned. You must also inform your agency of early termination.

Au Pair, up to 30 hours (incl. babysitting), pocket money p/w approx £100 in UK (Europe €75)

EXPERIENCE REQUIRED?

Most au pair families would like to see that you are keen on children and have looked after children before. We require at least one childcare reference, even if it is just from babysitting. In Germany, an au pair is expected to pass a basic German test. If your level is very basic, why not learn in a tutor position first (unpaid) and then 'upgrade' to au pair locally.

EXPECTED DUTIES

Duties will vary by family, but expect the following to be part of your duties in most families.

- Wake the children in the morning and get them ready
- Help the children to tidy their rooms and make their beds
- Prepare breakfast and lunch for the children + clean up dishes from meals
- Make sure children have books and homework for school
- Take children to/from school (driving license is needed for some families)
- Tasks while children are at school: shopping, light housework
- Prepare a healthy afternoon snack or simple meal for dinner
- Assist the children with their homework, initiate and supervise play
- Help the children with their bath routine and help get them ready for bed
- Baby sitting
- In some countries (France for example) language classes are compulsory

PLEASE see individual country guides for more detail. In some countries we offer additional programs such as tutor positions. In the UK we offer the greatest variety of programs for the widest age range (18-30) in the greatest variety of locations from Central London to the highlands of Scotland!

Au pair checklist – use this to include all documents

Applying for an au pair position is just like applying for a job abroad.

The best au pair profiles are chosen by the top families.

Please take care to return complete documentation to us, all in one pack.

Use black print and write clearly, a neat profile shows a keen candidate!

This is what you need, where you see a (F), forms are attached here

- ⇒ **At least two references (F)** use the forms attached or letters from employers, with signature, contact details and date – we check all references!!
At least one reference MUST be a childcare reference. Childcare references = babysitting, a school or a nursery where you have helped or worked, a youth-club, sports club, church where you have helped. *Why not volunteer at a school or family nearby to gain experience and ask for a reference.*
Character reference = teacher, tutor, (ex) employer, church official. Family references **only in addition** to your official 2 references.
MORE references are a great bonus!
- ⇒ **Medical certificate (F)** no more than 3 months old, either use the attached form or provide a certificate confirming that you are fit to work with children.
- ⇒ **Police Check (F*)** from The Australian Federal Police (AFP)
- ⇒ **Signed au pair agreement (F)** please read this carefully before you sign
- ⇒ **Deposit of \$150 (payable by cheque or EFT (electronic Funds Transfer))**
Use Internet Banking to make a direct deposit into our bank account. Once payment is made, please put your order number on the au pair agreement.
Bank: ANZ
Account name: Smart Cultural Exchange
BSB: 015135
Account Number: 5721 14564

BONUS MATERIAL, families love these extras and finding a position with a family of your choice will be much quicker and easier with the following:

- ⇒ **Handwritten personal letter**
- ⇒ **Picture collage**, glue some photos on A4 and write notes with them
- ⇒ **Copy of driving license** – for families who provide car (+ some lessons)
- ⇒ **Copy of other relevant certificates**, childcare qualifications, first aid certificate, diplomas etc.

Country choice & language skills

Indicate your preference with 1st, 2nd, 3rd choice – more countries = faster placement!

Britain (+Scotland)	Ireland (Republic of)	Canada (*)
Netherlands (+Belgium)	Germany	Italy (*)
France	New Zealand	USA (*) e-mail us today for different forms!

To validate program fee refund you must complete the au pair course, choose at least 3 included destinations, apply at least 3 months in advance of travel and give us 3 months to match you. Program fee refund does not currently apply to destinations with (*). USA conditions and applications forms available on request.

Please read the country files online for more detail (see page ‘which country?’) In some countries we have more than one program. We can talk about this during your information session.

Language skills

Language	Fluent/ native	Good	Some/fairly basic	No of years of learning
English				
French				
German				
Italian				
Other.....				

How did you learn the above language(s)?

.....

.....

.....

Childcare reference

This person is applying to be an au pair abroad -

Au pair name	
Date of Birth	

We know this person as our; Babysitter / Nanny-Au pair/ Employee (nursery – school) / Club leader/ Trainee (if learning to be child-carer) / Other (please circle and specify)

Since when do you know this person?.....

What are the ages, sex and number of children the candidate looked after

..... boy(s)years old, girl(s) years old

Duties included (pls circle)

Nappy change	Potty training	Help with homework	Caring for sick child	Light housework/cleaning
Bottle feed + preparation	Read stories	Help children get dressed	Tidying up	Simple cooking
Spoon feed	Bath time	Bed time	Outings/excursions	Food shopping

Please rate	Excellent	Good	Fair	N/A
Communication with children				
Entertain/play with children				
Patience				
Flexibility				
Able to follow instructions				
Communication with adults				
General work quality				
General attitude				

Would you recommend this person to work with children? Yes / No

Any comments?

Referee's name/position*	Speaks English yes / no
Address	
Telephone	Daytime: Evening:
Signature & date	

By giving your reference you give permission to be contacted

*family references are only valid as **additional** references (not part of minimum requirement)

Character reference

This person is applying to be an au pair abroad -

Au pair name	
Date of Birth	

How long have you known the above person?

What is your relationship with this person?

Teacher-Tutor / Employer / Religious leader / Other (please circle and specify)

.....

You must not be related (family member) or be 'best friend' of the same age group!

Please rate	Excellent	Good	Fair	N/A
Communication skills				
Patience				
Flexibility				
Reliability				
Able to follow instructions				
General work quality				
General attitude				

Would you recommend this person to work with children? Yes / No

Any comments?

Referee's name*	Speaks English yes / no
Address	
Telephone	Daytime: Evening:
Signature & date	

By giving your reference you give permission to be contacted

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Medical

(either provide medical certificate from your doctor or ask this form to be completed and signed by your doctor)

This person is applying to be an au pair abroad-

Au pair name	
Date of Birth	

Has the applicant suffered from any of the following;

Please circle the correct answer like this Yes/ No means No

Asthma	Yes / No	Epilepsy	Yes / No
Diabetes	Yes / No	Allergies	Yes / No
Nervous illness	Yes / No	Stress/depression	Yes / No
Drug problems	Yes / No	Eating disorder	Yes / No
Is the applicant taking medication?	Yes / No		
Is the applicant pregnant?	Yes / No		

If yes to any of the above, please give details;

.....

Would you consider this person fit to work with children? Yes / No

Doctor's name	
Address	
stamp and date	
Telephone	
Signature	

We have your permission to be contacted

Au pair agreement

1. Iconfirm that I have read and understood all material provided and that I fulfil all criteria and agree to abide by the au pair program guideline and conditions
2. I confirm that I have paid my deposit of €150 by cheque* or by EFT* with receipt number
3. I confirm that all information I have provided is honest, correct and complete
4. After my confirmed placement I agree to stay in touch with the host family
5. I will not travel to the family until all details are confirmed by the agency
6. I understand that I need to arrange and pay for travel to/from my host country and ensure my passport and visa are valid for the duration of stay
7. I will respect the family contract and house rules and will carry out my duties to my best ability
8. I shall seek advice of the host family before using any form of discipline on the children and under no circumstances shall I hit the children or leave them alone
9. I understand that the success of the au pair experience depends largely on my initiative and flexibility to adapt.
10. Within the first week, I will inform my agency of my contact details.
11. If I have any problems or questions which I cannot resolve with the host family, I shall contact the local agency for assistance.
12. I will make every effort to resolve any differences with my host family. If a solution is not found, I will give 14 days notice and may apply for a new placement. During notice, duties and pay continue as normal unless by mutual agreement. I inform the local agency of notice given.
13. If I request to be placed in a new family, I understand I may have to move to another city and cover my own travel cost
14. I shall not hold the agency responsible for any losses, injury or damage
15. I understand that I can be expelled from the au pair program if I fail to abide by this agreement, if I breach contract with the family or if there is a case of gross misconduct. This includes (but is not limited to) lying on a profile and falsification of documents.

Signature

Place Date

Please return your complete pack by email to info@smartaupairs.com.au or by mail* (extra administration charge \$30) to

Smartaupairs Cultural Exchange 25A Hobart Road Henley Beach South Adelaide 5022 AUSTRALIA

Police check – optional page

Ideally, you provide the National Police Check as part of your complete profile. If however, you have applied for your police check, you can use this form to get started even quicker.

This form does NOT replace the need for a police check!

According to the AFP it usually takes 15 working days to process the police check. There is no need to have your police report translated.

We can accept your documents and start your preparation session & interview whilst the application for your police check is in process but your placement may be delayed if the actual document is not submitted.

Please sign to confirm that you

- ⇒ have no criminal record
- ⇒ have applied for the police check and are awaiting receipt
- ⇒ accept that the family contract is subject to police check
- ⇒ understand that I cannot travel as an au pair without my police check
- ⇒ will arrange to send us the police check to Smartaupairs as soon as it arrives using fast and secure postage or e-mail.

I confirm that I have applied for the police check on date

I would like to quick-start my application whilst awaiting the document. I accept there is an extra charge of \$30 to present my Police Check later.

Signed

Signature

Place

Date