

Application pack

Au Pair in Australia



This pack contains all you need to prepare for the Au Pair in Australia program, including

1. Program information
2. Checklist
3. Application form
4. Au pair agreement

Please be sure to read all information before you apply

1. Program information- What is an au pair?

As an au pair you take part in a cultural exchange program. You get the opportunity to be a 'big sister' (or brother) to the children in your Australian family and 'live as a local'. There is no intention to create a contractual, employment or legal relationship between the Host Family and the Au Pair.

For the au pair program you must fit the following criteria:

- Age 18 - 30
- Eligible for Working Holiday Visa (Subclass 417) or Work and Holiday Visa (Subclass 462)
- Have a valid passport
- Be unmarried and have no children
- Be flexible, friendly and open minded
- Have at least 200 hours of childcare (babysitting) experience
- Be able to communicate in English (at least intermediate English)
- Be happy to help with childcare and light housework, usually 25-35 hours per week
- Able to be au pair for a period of 6 months minimum
- Be fit and healthy; no pre-existing medical conditions
- No criminal record
- Have a driver's license (preferred but not essential)
- Be a non-smoker

The Au Pair's motivations are to take part in an Au Pair Cultural Exchange Program to experience family life in Australia. As part of the cultural au pair experience, in exchange for helping out with childcare or nanny duties and light housework (25-35 hours), you are welcomed as a member of the family and given full board accommodation in your own room and paid pocket money. You can expect 2 full days off per week and lots of time to explore and enjoy!

Visa

You need to have a valid passport and qualify for one of these 2 visas

1. **Working Holiday Visa (subclass 417) – visa application before you travel**
You can do this online once you are matched to your host family. For more info go to:
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/work-holiday-417> OR
2. **Work and holiday visa (subclass 462) – visa application before au pair application except for USA**
There is a limited number issued each year. For more info go to:
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/work-holiday-462>

Compliance

To be an au pair in Australia, you need to have a valid Working With Children's Check (WWCC) or Bluecard, before you can care for other people's children. You must apply immediately upon arrival and inform Smart Au Pairs of your approval number within 2 weeks of arriving.

Your rewards

- An opportunity to be treated as a member of the Host Family and take part in daily family life as a 'big sister' or 'big brother'
- Board and accommodation in a private, fully furnished room in a clean, safe and comfortable home
- Pocket money and completion payment
- Two free days per week- at least every alternate weekend off
- Public holidays off at full pay
- Guidance, support, and training
- Transport to/from the nearest International airport or Orientation location to Host Family home

To ensure a fair exchange the au pair pocket money is recommended using the average cost of 'room and board' in a home stay program** (\$350 per week).

While it is ultimately at the discretion of the host family how much pocket money they provide to their au pair, we provide a guide to ensure consistency of treatment across Australia. In relation to regular au pairs, we recommend a minimum amount of \$200-250 per week in pocket money. In relation to diamond au pairs, in recognition of their skillset, we recommend a minimum of \$360 per week in pocket money.

However, we suggest that in determining how much pocket money is provided to the au pair that the family have consideration for and recognised the assumption of any extra assistance with the children by the au pair, including during school holidays or to stay home with a sick child.

After 6 months, au pair receives completion payment of \$500

***Source – Average Homestay pricing adults 7 days a week, 3 meals a day in single room*

You pay for

You pay for your program fee, background check in your own country, flights, visa, gap year travel insurance and Working with Children's Check/Bluecard (on arrival in Australia).

Expected duties

Duties will vary by family. Expect the following to be part of your duties in most families. The family should prepare a detailed handbook outlining expectations.

- Wake the children in the morning and get them ready
- Help the children to tidy their rooms and make their beds
- Prepare breakfast, lunch and snacks for the children + clean up dishes from meals
- Make sure children have books and homework for school
- Take children to/from school
- Tasks while children are at school: shopping, light housework, kids laundry
- 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

Part of the family

Being part of the family means that you can expect to be included in family events and celebrations as well as possibly a family holiday! You may be asked to come along to soccer training or ballet!

You will also be expected to help out as any house-guest would do, for example

- Cook a meal for the family (and they can clean up!)
- Clean up if/when the family cooks a meal for you
- Keep your room and bath room tidy and clean
- Stay around after dinner or at weekends sometimes to read a book or play for a bit

SAMPLE ONLY

SAMPLE ONLY

2. Au pair in Australia checklist

The best profiles are chosen by the top families. Please use black print and write neat (but type where possible) and in English. You can use this list to check if you have all the documents we need.

When you're sending your application please note that files can be no bigger than 2MB.

- Au Pair Application form (see next page)
- "Dear Host Family" letter.
- Pictures - If possible, use photos of you interacting with children.
- Min. 2 References; at least one childcare reference. Use the forms attached – all references are checked! Character reference can be from your teacher, tutor, (ex) employer, church official etc.
We cannot accept references from your family members and/or friends your own age.
- Medical certificate
- Police check
- Signed au pair agreement (see page 15-16)
- First Aid certificate - if you do not yet have this, start your training today (<http://www.firstaidforfree.com>)

Bonus material:

- Video introduction:** Make a Youtube video to introduce yourself; talk about your childcare experience, your hobbies, your interest in Australia etc.

3. Au Pair Application form 2019/2020

Availability

Earliest start date _____ Latest finish date _____

- 1 placement of 9 months
 1 placement of 6 months
 2 placements of 6 months

Most families prefer a 9 months placement. Between February and June, a 3-6 months placement may be possible.

Personal details

<input type="checkbox"/> Mr	_____	<input type="checkbox"/> Miss	_____
First name	_____	Surname	_____
Address	_____	City	_____
State	_____	Postcode	_____
Country	_____	Date of birth	_____
Place of birth	_____	Nationality	_____
Passport number	_____	Telephone	_____
Mobile	_____	E-mail	_____
Skype	_____		

Family details

<input type="checkbox"/> Father	Occupation _____	Age _____
<input type="checkbox"/> Mother	Occupation _____	Age _____
<input type="checkbox"/> Brothers	How many _____	Ages _____
<input type="checkbox"/> Sisters	How many _____	Ages _____

- I agree for you to use part of my application for marketing purposes, including pictures and video*

* We only use first name and nationality in marketing material.

Children + Childcare experience

My childcare experience summary

- 0-12 months
 1-2 years
 3-5 years
 6-8 years
 9+ years
- Child with special needs (disabled)
 Yes
 No

My skills

- | | | |
|---|--|--|
| <input type="checkbox"/> Nappy changing | <input type="checkbox"/> Light housework | <input type="checkbox"/> Playing & reading |
| <input type="checkbox"/> Help with homework | <input type="checkbox"/> Caring for sick child | <input type="checkbox"/> Bath time |
| <input type="checkbox"/> Child under 2 | <input type="checkbox"/> Bed time | <input type="checkbox"/> Food shopping |
| <input type="checkbox"/> Simple cooking | <input type="checkbox"/> Potty training | <input type="checkbox"/> Bottle feed & preparation |
| <input type="checkbox"/> Help getting dressed | <input type="checkbox"/> Bed time/ spoon feeding | <input type="checkbox"/> Outings & excursions |

My childcare experience in detail

Number of Children and ages	Tasks

Duration: 50-100 hours 100-200 hours 200+ hours Reference

Number of Children and ages	Tasks

Duration: 50-100 hours 100-200 hours 200+ hours Reference

Number of Children and ages	Tasks

Duration: 50-100 hours 100-200 hours 200+ hours Reference

I am qualified to be a **DIAMOND** au pair, I can look after a child under 2 and get paid extra per week in recognition of my skill set because I have proof of:

- A minimum of 6 months full time childcare experience OR
- A childcare qualification

And I have a confident level of English.

My other skills

Can you swim? Yes No

Do you have a First Aid Certificate? Yes No In Progress (first aid for free, online training)

My driving skills

All candidates should pass their test prior to arrival. All families are expected to arrange a couple of hours driving lessons.

I have had my driver's license since _____ and I know I have to apply for an International License to drive in Australia

My experience (Check all that apply):

- | | | | |
|---------------------------------------|--|--|-------------------------------------|
| <input type="checkbox"/> 50-100 hours | <input type="checkbox"/> 100-200 hours | <input type="checkbox"/> 150-200 hours | <input type="checkbox"/> 200+ hours |
| <input type="checkbox"/> By rain | <input type="checkbox"/> By snow | <input type="checkbox"/> By heavy wind | |
| <input type="checkbox"/> Country | <input type="checkbox"/> City centre | <input type="checkbox"/> Suburb | |

How often do you drive?

- Daily Several times a week Several times a month Less often

My language skills

My native language is _____

- | | | | | |
|--------------|-------------------------------|-------------------------------------|-------------------------------|------------------------------------|
| English: | <input type="checkbox"/> Poor | <input type="checkbox"/> Sufficient | <input type="checkbox"/> Good | <input type="checkbox"/> Excellent |
| Other: _____ | <input type="checkbox"/> Poor | <input type="checkbox"/> Sufficient | <input type="checkbox"/> Good | <input type="checkbox"/> Excellent |
| Other: _____ | <input type="checkbox"/> Poor | <input type="checkbox"/> Sufficient | <input type="checkbox"/> Good | <input type="checkbox"/> Excellent |

My independence

Have you lived away from home?

- Yes No

Have you ever spent time abroad?

- Yes No

(e.g. school exchange, language exchange, holiday camp)

If yes, please explain:

My Household experience/skills

- | | | |
|---|--|----------------------------------|
| <input type="checkbox"/> Light cleaning | <input type="checkbox"/> Vacuum cleaning | <input type="checkbox"/> Baking |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Laundry | <input type="checkbox"/> Ironing |
| <input type="checkbox"/> Tidying up | <input type="checkbox"/> Folding clothes | |

My Hobbies/ Leisure skills

Sports

- | | | |
|---------------------------------------|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Swimming | <input type="checkbox"/> Cycling | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Horse riding | <input type="checkbox"/> Dancing | <input type="checkbox"/> Water sports |
| <input type="checkbox"/> Other: _____ | | |

Hobbies

- | | | |
|--|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Cooking/ Baking | <input type="checkbox"/> Art & Craft | <input type="checkbox"/> Games |
| <input type="checkbox"/> Reading | <input type="checkbox"/> Acting | |
| <input type="checkbox"/> Other: _____ | | |

Music

- | | | |
|---------------------------------------|----------------------------------|--|
| <input type="checkbox"/> Listening | <input type="checkbox"/> Singing | <input type="checkbox"/> Recorder/ Flute |
| <input type="checkbox"/> Piano | <input type="checkbox"/> Violin | <input type="checkbox"/> Guitar |
| <input type="checkbox"/> Other: _____ | | |

My preferences (please be flexible)

Although we cannot guarantee placement in line with any of the below preferences, we will try our best to consider these when placing you with a family.

Location

- Flexible (If you mark Flexible, you will be given priority; a specific city will limit your choice and delay placement process!) **OR**
- Suburb/city Anywhere, including regional/ coastal town (within 1 hour of big city)

Age groups

- Flexible (If you mark flexible, you will be given priority)
- 0-12 months 1-2 years 3-5 years 6-8 years 9+ years

Number of children

- Flexible (If you mark flexible, you will be given priority)
- 1-3 3-4 4+ (not all at once/ often together with mom)

Care for child with mild special needs (no special skills required)

- Yes Yes, but no solo care No

Care for child under 2

- Yes Yes, but no solo care No

Other preferences

Dietary details

Do you have any dietary preferences? Yes No

If yes, please explain:

Do you have any food allergies? Yes No

If yes, please explain:

Are you a vegetarian? Yes No

MUST be willing to prepare meat for the family and make own meals if needed

Living arrangements

Single parent? Yes No

We have many single parent families, please be flexible! All families are screened.

Accept pets in the house?

Yes, to all Yes, to outside pets No, to dog No, to cat No, to all

Many Australian families have pets. Many Australian homes are large and open with hard flooring rather than carpet throughout. Consider this if you have a mild hair/dust/pet allergy.

Letter

Write a letter to your future host family. Tell them as much as you can about yourself. This will help us to find you a family where you will feel at home. Please add a printed Word document if you can, that way you can also use a spell check.

Here are some topics you should cover:

- A little about yourself.
- And your family/friends/pets.
- Your hobbies and interests, any special skills, passions or talents that you have.
- Sports/Music.
- Your home/your town/your region.
- What sort of work/study you do/have done.
- All about your childcare experience (details about ages, duration and type of care).
- Your plans for the future and details.
- Your motivation for wanting to be an au pair in Austral

An au pair can be as much a coach as a carer, especially with older children, so your hobbies, skills and talents are very important.

Childcare reference 1

This person is applying to be an au pair abroad:

Au pair name _____

Date of birth _____

I know this person as our

- Babysitter Nanny/au-pair Employee (nursery/school) Club leader
 Trainee (learning to be child-carer) Other _____

I have known this person since _____

Number of boys	Ages	Number of girls	Ages

Duties included

- | | | |
|---|--|--|
| <input type="checkbox"/> Nappy changing | <input type="checkbox"/> Light housework | <input type="checkbox"/> Playing & reading |
| <input type="checkbox"/> Help with homework | <input type="checkbox"/> Caring for sick child | <input type="checkbox"/> Bath time |
| <input type="checkbox"/> Child under 2 | <input type="checkbox"/> Bed time | <input type="checkbox"/> Food shopping |
| <input type="checkbox"/> Simple cooking | <input type="checkbox"/> Potty training | <input type="checkbox"/> Bottle feed & preparation |
| <input type="checkbox"/> Help getting dressed | <input type="checkbox"/> Bed time/ spoon feeding | <input type="checkbox"/> Outings & excursions |

Please rate

- | | | | | |
|------------------------------|------------------------------------|-------------------------------|-------------------------------|------------------------------|
| Communication with children | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| Entertain/play with children | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| Patience | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| Flexibility | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| Able to follow instructions | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| Communication with adults | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| General work quality | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| General attitude | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |

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

Any comments?

Referee's name* _____ Speak English Yes No

Email _____

Telephone _____

Daytime _____ Evening _____

* By giving your reference you give permission to be contacted.

Signature: _____

Date _____

Childcare reference 2

This person is applying to be an au pair abroad:

Au pair name _____

Date of birth _____

I know this person as our

- Babysitter Nanny/au-pair Employee (nursery/school) Club leader
 Trainee (learning to be child-carer) Other _____

I have known this person since _____

Number of boys	Ages	Number of girls	Ages

Duties included

- | | | |
|---|--|--|
| <input type="checkbox"/> Nappy changing | <input type="checkbox"/> Light housework | <input type="checkbox"/> Playing & reading |
| <input type="checkbox"/> Help with homework | <input type="checkbox"/> Caring for sick child | <input type="checkbox"/> Bath time |
| <input type="checkbox"/> Child under 2 | <input type="checkbox"/> Bed time | <input type="checkbox"/> Food shopping |
| <input type="checkbox"/> Simple cooking | <input type="checkbox"/> Potty training | <input type="checkbox"/> Bottle feed & preparation |
| <input type="checkbox"/> Help getting dressed | <input type="checkbox"/> Bed time/ spoon feeding | <input type="checkbox"/> Outings & excursions |

Please rate

- | | | | | |
|------------------------------|------------------------------------|-------------------------------|-------------------------------|------------------------------|
| Communication with children | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| Entertain/play with children | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| Patience | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| Flexibility | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| Able to follow instructions | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| Communication with adults | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| General work quality | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| General attitude | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |

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

Any comments?

Referee's name* _____ Speak English Yes No

Email _____

Telephone _____

Daytime _____

Evening _____

* By giving your reference you give permission to be contacted.

Signature: _____

Date _____

Character reference

This person is applying to be an au pair abroad:

Au pair name _____

Date of birth _____

I know this person, as I am their

Teacher/tutor Employer Religious leader Other _____

I have known this person since _____

Please rate

Communication with children	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> N/A
Entertain/play with children	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> N/A
Patience	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> N/A
Flexibility	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> N/A
Able to follow instructions	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> N/A
Communication with adults	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> N/A
General work quality	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> N/A
General attitude	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> N/A

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

Any comments?

Referee's name* _____

Speak English Yes No

Email _____

Telephone _____

Daytime _____

Evening _____

** By giving your reference you give permission to be contacted.*

Signature: _____

Date _____

Medical

Either provide medical certificate from your doctor or ask your doctor to complete and sign this form.

This person is applying to be an au pair abroad:

Au pair name _____

Date of birth _____

Has the applicant suffered from/been treated for any of the following **in the past 2 years**

- | | | | | | |
|-----------------|------------------------------|-----------------------------|-------------------|------------------------------|-----------------------------|
| Asthma | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Epilepsy | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Diabetes | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Allergies | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Nervous illness | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Stress/Depression | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Drug problems | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Eating disorder | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Is the applicant taking medication? Yes No

Is the applicant pregnant? Yes No

Do the applicant have any pre-existing medical conditions? Yes No

If yes to any of the above, please give details in comments

Would you consider the applicant fit to work with children? Yes No

Any comments?

Physicians name _____ Phone Number _____ Email _____ Date/signature _____	Stamp
--	-------

Au pair Agreement- Au Pair in Australia

1. I _____ confirm that I have read and understood all material provided and that I fulfil all criteria and agree to abide by the au pair program guidelines, local legislation and immigration conditions. In Australia, au pair is NOT a work program.
2. I give permission to release all my personal information to potential host families, securely and lawfully.
3. I confirm that I am a non-smoker and in good health physically and mentally. I understand that pre-existing medical conditions may not be covered by my travel insurance and agree to pay for any medical expenses not covered by insurance.
4. I confirm that I will pay my program fee as calculated by the sending agency prior to travel to Australia.
5. I confirm that all information I have provided is honest, correct, complete and up to date. If my situation changes, I will inform my agency and my host family immediately.
6. After my confirmed placement I agree to stay in touch with the host family. I will not travel until I receive my Au Pair Invitation and all details are confirmed by my host family and sending agency.
7. I understand that, prior to travel, I need to arrange and pay for travel to/from my host country + comprehensive travel insurance for the entire duration of my placement and visa.
8. I understand that, on arrival in Australia, I need to arrange and pay for my Australian Background Check, also referred to as Working with Children Check or Blue Card. This is a state dependent legal requirement.
9. I ensure visa, passport + international driver's license are ready for travel and valid for the entire duration of my stay.
10. I will respect the family and their house rules and will carry out my child care duties to my best ability.
11. 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.
12. I understand that the success of the au pair experience depends largely on my initiative and flexibility to adapt.
13. Within the first 2 weeks, I will inform Smart Au Pairs Australia of my Australian Mobile Phone number and my Background Check number. (Also referred to as Working with Children Check or Blue Card)
14. If I have any issues that I cannot resolve with the host family, I shall contact Smart Au Pairs for assistance.
15. 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 for a minimum duration of 6 months. During notice, duties and pay continue as normal unless by mutual agreement.
16. If I request to be placed in a new family, I understand I need to be flexible about location and family composition and I may have to move to another city and cover my own cost (travel, accommodation and other). Every effort will be made to re-home as quickly as possible; non-drivers should be prepared for some delay.
17. I shall not hold the agency responsible for any losses, injury or damage.
18. I understand that my au pair program can be terminated if I fail to abide by this agreement, if I disrespect my family invitation or if there is a case of misconduct. This includes (but is not limited to) lying and falsification of documents.
19. I have the right to: advance family selection (pre-match), travel/arrival co-ordination, support before and during placement, au pair training manual, follow up call, helpdesk service, re-homing (once) if needed (conditions apply).

Name _____

Date _____