

## Au Pair Abroad – Program Guide, Checklist & Reference Pack

(updated Jan 2011)

The au pair abroad program offers you extensive and efficient support *before and during* your au pair experience. This pack contains

- Important information to read
- Checklist
- All forms you need to complete your application

To be au pair in Europe, British Passport holders do not need a visa. To be au pair or nanny in Australia, you need to have a valid passport and qualify for a 'working holiday visa'. You apply before you travel <http://www.immi.gov.au/visitors/working-holiday/417/>

We now offer au pair orientation in Sydney, Melbourne, Perth and Brisbane. We recommend the **orientation** program before joining your pre-arranged host family in Australia to recover from jet-lag go sightseeing, make friends at the hostel and attend an informative presentation about 'life in Australia'. **The 3 day au pair orientation includes:**

Airport pick up, transport to hostel accommodation in central location for 2 nights incl. breakfast.

Day 1 - (arrival day) Jetlag recovery + free time for sightseeing.

Day 2 – 2hr presentation about 'life in Australia' + free time for sightseeing

Day 3 - onward travel to host family (arranged by the host family)

### PLUS

- 24 hr emergency helpline
- Tax file number registration
- Opening of Bank Account
- Mobile Sim Card (with \$10 token)
- 12 months membership to YHA
- 12 months membership to Work n Holiday support
- 12 months membership to job assistance (can be used after au pair program)
- Mail holding & forwarding, limited luggage storage
- Unlimited free internet access at Work n Holiday Offices (locations see above) + Auckland
- Discount travel & excursion products

Please complete all forms and return this as **one complete reference pack (see checklist)**.

Scan and e-mail it to us; we call you to book your interview. After the interview, we send your file abroad to arrange family introductions.

We ask you to be **flexible** about host family locations and children's ages, as this will allow us to place you quicker and with a family that really suits you; we match people rather than places!

**Flexible candidates are always given priority.**



## WHAT IS AN AU PAIR?

**Most Australian host families call an au pair a nanny!**

As an au pair you take part in a cultural exchange program. You get the opportunity to earn and learn. For the au pair programme you must fit the following:

- Age 18 – 30
- be unmarried and have no children
- be **flexible**, friendly and open
- be happy to help with childcare and light housework, usually up to 30 hours per week
- able to stay for a period of 6 months (total visa 12 months, visa restriction to stay with one employer is 6 months, after this you can go travelling or go to another host family)
- be fit and healthy, no criminal record

An au pair should help looking 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.

## YOUR REWARDS

You can generally expect 2 full days off per week and lots of time to study and enjoy! You pay for your flights and classes (optional in most countries). Your contract includes one 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 HOURS & POCKET MONEY

**Au Pair in Europe** = up to 30 hours (incl. babysitting), pocket money from €260 per month.

**Au Pair in Australia** = 25+ hours, minimum pocket money p/w \$150 or \$180 for native English speaker. In Australia extra hours are paid minimum \$7 per hour.

## 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. The other reference can be a character reference. If you have no experience yet, **get some today**, volunteer with a neighbour or school nearby to babysit, play, coach, teach, help with reading and ask for a written reference!

## EXPECTED DUTIES

Duties will vary by family, but 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 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
- Assist the children with their homework, initiate and supervise play
- Help the children with their bath routine and help get them ready for bed
- Babysitting

# Au Pair Checklist

Applying for an au pair position is just like applying for a job program 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**

- ⇒ **Au Pair Registration form (online)**
- ⇒ **Dear Family letter**
- ⇒ **Pictures**
- ⇒ **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\*)** you must apply for a police check, the form can be used for temporary documentation only, indicating when you have applied.
- ⇒ **Signed au pair agreement (F)** please read this carefully before you sign
- ⇒ **Copy of your passport**
- ⇒ **Program options (F)**

**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) – convert into international licence prior to travel
- ⇒ **Copy of other relevant certificates, first aid**, childcare qualifications, certificate, final school diplomas etc.



# Childcare Reference

This person is applying to be an au pair abroad -

<b>Au pair name</b>	
<b>Date of Birth</b>	

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

<b>Please rate</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>N/A</b>
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? .....

<b>Referee's name/position*</b>	<b>Speaks English yes / no</b>
<b>Address</b>	
<b>Telephone</b>	Daytime: Evening:
<b>Signature &amp; date</b>	

**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 -

<b>Au pair name</b>	
<b>Date of Birth</b>	

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!**

<b>Please rate</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>N/A</b>
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? .....  
 .....  
 .....

<b>Referee's name*</b>	<b>Speaks English yes / no</b>
<b>Address</b>	
<b>Telephone</b>	Daytime:  Evening:
<b>Signature &amp; date</b>	

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

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

# Medical Check

(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 -**

<b>Au pair name</b>	
<b>Date of Birth</b>	

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

<b>Doctor's name</b>	
<b>Address</b>	
<b>stamp and date</b>	
<b>Telephone</b>	
<b>Signature</b>	

**By signing you give permission to be contacted**

# Au Pair Agreement

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 guideline and conditions
2. I confirm that I will pay my Program fee as calculated on Program Options page - Pay by card over the phone or by bank transfer: Sort code 401923, Account number 61480707
3. I understand that I need to arrange and pay for travel to/from my host country and ensure my passport, visa and gap year travel insurance are valid for the duration of stay
4. I confirm that all information I have provided is honest, correct and complete
5. After my confirmed placement I agree to stay in touch with the host family
6. I will not travel to the family until all details are confirmed by the agency
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.  
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.
12. 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 & temporary accommodation cost \*\*Re- homing is subject to availability and flexibility of au pair candidate (duration of stay remaining must be 6 months)
13. I shall not hold the agency responsible for any losses, injury or damage
14. 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](mailto:info@smartaupairs.com)

# Au Pair in AUSTRALIA – Program Options

Please circle your options and calculate your fee

Preferred Area	Flexible or / Sydney / Melbourne / Brisbane / Perth / Other =	
Location	Flexible or /City & suburb / coastal / regional (including outback)	
Each au pair placement is 6 months (due to visa restrictions) no extra charge for 2 placements	One placement 6 months	Two placements 2 x 6 months

<p><b>Program fee;</b> Advance family selection (pre-match), travel/arrival co-ordination &amp; airport collection (from host family), welcome pack including au pair training*, follow up call, helpline service (office hours), re-homing** (once) if needed.</p>	<p><b>Compulsory part 1</b> <b>£150</b></p>	<p><b>To be paid with reference pack</b></p>
<p><b>Arrival package &amp; 3 day orientation</b> in Sydney, Melbourne, Brisbane &amp; Perth Airport pick up, transport to (shared) accommodation in central location for 2 days incl. breakfast. <b>Day 1</b> (arrival day) Jetlag recovery + free time for sightseeing. <b>Day 2</b> – short presentation about 'life in Australia' <b>Day 3</b> – free time + join the host family</p> <p><b>ALSO INCLUDES:</b></p> <ul style="list-style-type: none"> <li>• 24 hr emergency helpline</li> <li>• Tax file number registration</li> <li>• Opening of Bank Account</li> <li>• Mobile Sim Card (with \$10 token)</li> <li>• 12 months membership to YHA</li> <li>• 12 months membership to Work n Holiday support</li> <li>• 12 months membership to job assistance (can be used after au pair program)</li> <li>• Mail holding &amp; forwarding, limited luggage storage</li> <li>• Unlimited free internet access at Work n Holiday Offices (locations see above) + Auckland</li> <li>• Discount travel &amp; excursion products</li> </ul>	<p><b>Optional part 2</b> <b>£350</b></p>	<p><b>To be paid after briefing &amp; interview – at time of booking flights</b></p>
<p><b>TOTAL program fee only</b></p>	<p><b>£ 150</b></p>	<p><b>Please circle your choice</b></p>
<p><b>TOTAL program fee + arrival package</b></p>	<p><b>£ 500</b></p>	

# Au Pair in EUROPE – Program Options

Please circle your options and calculate your fee

## Country choice

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

France	Ireland (Republic of)	Spain
Netherlands (+Belgium)	Germany	Other (specify)
Austria	Italy	Other (specify)

**Minimum stay 6 months, summer positions and unpaid tutor positions may also be available for 2-3 months.**

## Language skills

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

How did you learn the above language(s)?

.....

## Program fee

<b>Program fee;</b> including profile preparation, interview, pre-departure training material, support and follow up in your destination country from local agent	<b>Compulsory £150</b>	To be paid with reference pack
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## Police check – optional page

Ideally, you provide the 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!**

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 you cannot travel as an au pair without my police check
- ⇒ will arrange to send us the police check 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.

**Signed**

**Signature** .....

**Place** .....

**Date** .....