



Application Instructions

How to fill out your application forms;

When completing the application forms, please use these instructions to prevent you from making any mistakes. We understand the guidance notes might look like a lot to read through, but they will be helpful!

You may wish to create a draft copy of the forms first to make sure they are correct before transferring the information to the original copy.

General Notes;

Please ensure that you print clearly and use black ink when completing the forms.

All questions should be completed honestly and sincerely. Please make sure all questions are completed in full. If any questions are unanswered, a host family may not consider the application.

If you need more space to answer any questions, please continue your answer on a separate sheet of paper, label it with your name and make sure you explain which question you are answering.

The application will be scanned, so please make sure that your pictures are high quality, and you write in black ink. If you use additional sheets to answer any questions please use white or light coloured paper and do not use materials which cannot be put into a scanner. For example, please do not send us a photo album!

1. Au Pair Application Form;

Photo; Please attach a nice, smiling, passport sized photo. A light coloured background is best so that the photo will scan properly. Do not wear dark glasses or a hat. If you have facial piercings, you may want to consider removing them for the photo and during your stay in the US, as most host families will not accept an au pair with piercings. Unless we have a nice smiling photo of you, your application will not be considered.

Personal Details;

Name: Write your name as it appears on your passport. Please do not use nicknames or shortened versions of your name as this will cause visa problems.

Nationality: Your nationality. For example- "French, Swedish, British".

Country of Legal Residence: The country where you are a registered citizen.

Dates: Please complete the earliest date that you are able to travel to the USA, and the latest date. We do not need to know the number of months you are available for, just the earliest date that you will be happy to leave your country.

Contact Details;

Telephone: Please make sure that you fill in the international dialling code in the brackets. This is essential for host families to be able to call you. Please make sure you tell us if any of your telephone numbers change, as we cannot place somebody who we cannot contact. For example- a British phone number would appear as (+44) 207 345 6789.

Mobile: Providing potential host families with your mobile number will make it easier for them to contact you.

Best Time to Call: Don't forget to write down the best times to call. This will enable potential host families to make sure they can reach you when they call. It is important to remember that if a host family cannot get through to you, they will move on to another profile.

E-mail: An e-mail address is a good addition to your contact details, and makes it easier for us and the host family to contact you. Please make sure the name of your e-mail address is a suitable, sensible sounding one. Funny e-mail address names might not be funny for everybody! Please also tell us if you change your e-mail address.

Emergency Contacts: Please provide us with the details of who to call in the event of an emergency. These contacts can be next of kin, relatives or family friends.

Education;

Highest Level of Education: Please write the details of your highest level of education qualification, for example – "High School Diploma, BA(hons) History". It is a requirement of the program that you have at least completed your secondary education.

Other Educational and Professional Training: If you have any other qualifications related to the au pair program, please list them here. For example- "Child Development NVQ". Any other certificates or qualifications you have will

make your application stand out, so please list as many as you have!

Work Experience;

Please provide details of your current job, or most recent job if you are currently unemployed. Please also list your employment history. DO NOT tell us your childcare experience in this section. You can continue your answer on a separate sheet of paper if necessary.

Childcare Experience;

Activity Experience: Tick the activities you have experience of. If there is anything not listed which you have experience with, please tick other and give details. For example- "ice skating, hockey".

Previous Experience: Please list the context in which you have worked with children, their ages and for how long you worked with them. For example- "I was the babysitter for my neighbour's 6 year old for two years".

Childcare Check-list: Tick each activity you have experience with for young children. Please be honest! If you do not have experience with an activity, please leave it blank.

Preferred Age Group: Let us know which age you would like to care for. Remember that the more flexible you are, the more quickly you will be placed. As 90% of host families have a child under the age of 2, you should be prepared to care for young children and babies. Also note that some host families may have a child who is 22 months, and another child who is 4 years old. We cannot place you in the home if you do not tick the "3-24 months" box.

Cooking Experience: Please tell us if you have experience preparing food for children, and detail what you have done. For example- "preparing after-school snacks, making lunch boxes, cooking dinner".

Additional Training: Here you can tell us about any training you have received which may help you application. For example- "lifesaving, first aid training".

Special Needs and Disabilities: There are many different types of special needs, such as learning difficulties such as Dyslexia to physical disabilities such as vision or hearing impairment. Please tell us if you have training or experience of working with children with special needs or disabilities. For example- "I have looked after a child with Autism". If a host family has a child with special needs or disabilities, they will outline the specific needs of their child so you can decide if the family is right for you.

Family Background;

Please tell us a little about your family. This will help potential host families to understand your background a little better. If you have brothers and sisters, please also tell us about them. It is important that host families get a good impression of your family and you should only write about the positive aspects of life at home.

General;

Animals: Please list here if you can or cannot live with pets . Remember, for Americans the word 'pets' will usually mean dogs, cats, birds, fish, rabbits etc.

Criminal Convictions: Please be honest! If you choose any answer other than 'no' you must explain. Remember the criminal record check from your country will detail any past convictions. Only those with a clean criminal record will be considered for the program.

Health: Tell us if you have any allergies or health problems. For example- "hay fever, asthma".

Diet: Please give details here if you have any special dietary requirements. For example- "vegetarian". Please also state if you would be comfortable handling foods you cannot eat, such as preparing a ham sandwich for the children if you do not eat pork.

Characteristics: Please explain the characteristics you believe it is important for an au pair to have, and outline the characteristics you have which you believe make you suitable for the program. For example- "maturity, patience"

Hobbies and Interests: Outline what activities you like to do in your spare time. Perhaps you play a musical instrument, or are a member of a sports team? Write down as many interests as possible, the more the better! This section is very important for potential host families so that they can understand the activities you will perform with the children, and how you can keep the children educated, or active. An au pair who is creative, artistic or sporty will really stand out to a host family!

Languages: Tell us what languages you have learned, and your proficiency level. For example- "French mother tongue, English good"

Travel: Write down the countries or cities you have travelled to before, and the dates when you travelled there. For example- "Barcelona for 1 month in 2008"

Future Plans: Please tell us what you plan to do after leaving the au pair program. Will you go to university perhaps, or maybe go travelling?

Smoking: Please confirm that you do not smoke. We will not accept an au pair who smokes onto the program, as 99% of American host families would want an au pair who is a non smoker.

Driving Experience;

Licence: Please tell us if you have a driving licence and the date of issue. It is important to remember that most host families will require their au pair to drive from the very first day, such as picking up children from school and taking them to after school activities, so you will be placed more quickly if you drive. If you do not have a driving licence,

you should consider getting one before applying to the program. If you cannot drive and you have told us that you can, then you will be removed from the program, so please be honest.

Experience: Please give us a rough estimate of the number of kilometres and hours driving experience you have. You do not need to calculate the exact figure, your best guess is fine! Please also tick the boxes to indicate what type of driving experience you have.

Au Pair Accord;

Please print your name, sign and date the bottom of the form.

2. Character Reference:

The character reference must be completed by a non-family member such as an employer, neighbour or teacher. Please make sure your referee writes in black ink. There is a section at the bottom of the reference where your referee can state whether or not they would be comfortable speaking to a host family in English. Do not worry, it is not essential that your character reference be available to speak to a host family, but it will improve your application if they are willing to do this.

3. Childcare References:

As 90% of American host families have a child under the age of 2, you will be placed more quickly if you can provide us with childcare references to support your experience with this age group. To be placed in a family with very young children, you will need at least 200 hours of under 2 childcare experience. In order to place you in a host family with a child under the age of 2, it is a legal requirement that you have this experience. If you do not have 200 hours experience caring for children under 2, it will take much longer to place you.

We will need two childcare references from non-family members. These could be completed by an employer, or a neighbour for example. Please make sure your reference writes in black ink. The references must be completed in English, so that host families can understand them. Please ensure that your referees fill in all of their contact details, and complete the characteristics check list.

4. Physician's Report:

Please ask your family doctor to complete the Agent Au Pair Physician's report on your medical history, and sign, stamp and date the report at the bottom.

5. Au Pair Agreement:

Please print your name clearly on the top left-hand side of the agreement, and sign and date at the bottom.

6. Dear Host Family Letter:

Your letter should be no more than one page long and should be typed on white or light-coloured paper. Host families will be very busy and they will want to be able to quickly understand who you are. This is your opportunity to tell potential host families about yourself in your own words.

You may wish to include some details about your friends, family and where you live. Remember to write about why you want to become an au pair, and why you love caring for children. It is very important to include details of children you have looked after in the past, and what you enjoyed doing with them the most.

Bear in mind that the reader of the letter will be a potential host family trying to decide if you are the right au pair for their children.

7. Photographs:

Please use high quality photographs showing you with parents, kids you babysit and label the photos clearly explaining who you are with. You should submit at least 6 photos showing your childcare experience, family and friends and activities.

You should also include one high resolution or digital photograph of you with a child you have cared for. This should be the best photograph you can find, as this will be used as the cover page for your profile.

Write your name on all sheets, and give a brief explanation of who appears in each photograph and perhaps when and where it was taken.

Include photographs of you with children you have cared for; happy smiling photographs and ones which show you and the children performing activities such as painting, reading are what a host family will want to see.

Please DO NOT include photographs of yourself in pubs or nightclubs, you and your friends with alcohol, or of you in inappropriate clothing (tops with a very low neckline, too much skin, bikinis etc.)

8. Qualification Certificates:

You need to enclose with your application a copy of your High School Diploma or equivalent. If you have more qualifications than this, please also enclose these. Please only include copies of educational certificates, DO NOT send us the originals.

If you have any achievements which you are especially proud of, then please include any diplomas or certificates you have for these. English, first aid, and swimming certificates are especially valuable to a potential host family. Again, please only enclose copies and not original documents.

9. Criminal Record Check:

You must apply for a criminal record check from your local police or registry. Only those with a clean criminal record check will be eligible for the program. Please enclose a copy of your record check with your application, DO NOT send the original.

10. Driver's Licence and Passport:

Enclose copies of your passport and your home country driver's licence with your application. DO NOT send us the originals. Please be sure they do not expire for 2 years. An International driver's license is not necessary. You only need a driver's license from your home country.

And Finally.....

Once you have completed your application, put all of it together, and read through as if you were a host family seeing your profile for the first time. Please do not have anyone write your Dear Host Family Letter for you. The host family wants an accurate view of your language ability. Do not be afraid of small grammar mistakes on your profile – this is expected. If you need help with any part of the application forms, please call your local interviewer.

We hope you have fun completing your application forms, now you can look forward to the experience of a lifetime!

The Agent Au Pair Team