

A2Z Au Pairs

REFERENCE PACK

This is your reference pack. We hope it helps you to complete your registration process.

It contains

- Important information to read
- Checklist
- All forms

At A2Z Au Pairs we provide a service that is **safe, simple and fair**. Au pair registration is FREE, yet we offer full agency support in Britain. We are proud to be founder member of BAPAA, the British Au Pair Agencies Association and we are also a member of the IAPA, The International Au pair Association.

To use our free service, you need to be without visa requirements (all EEA countries), able to complete all forms attached and return them to us as **one complete pack**.

You can scan and e-mail to rebecca@a2zaupairs.com or mail them to us.

Together with your online registration, this makes your information complete and we will call your for an interview.

If you need help during your registration, our local agents & partners offer a very good extra service, especially for younger candidates or those with limited language skills. The extra service is payable directly to the agent/partner.

Kind regards

Rebecca Haworth-Wood

Please return your complete pack by mail to

A2Z Au Pairs

REFERENCES

Catwell House

Catwell

Williton

Somerset

TA4 4PF

UNITED KINGDOM

Catwell House, Catwell, Williton, Somerset, TA4 4PR – www.catwellhouse.com
Tel +44 1984 632422 E-Mail rebecca@a2zaupairs.com



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A2Z AuPairs

What is an au pair? – quick guide, for more information please go online

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

- Age 18 or over
- be unmarried and have no children
- be flexible, friendly and open
- be happy to help with childcare and light housework for 25-35 hours per week
- stay for a minimum of 6 months - maximum of 24 months
- be fit and healthy, no criminal record

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

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 but often families pay toward this after a certain time. Your contract includes a weeks 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, 25-30 hours + 2 nights babysitting, recommended pocket money from £70 p/w (25hrs)

Au Pair plus, 30-35 hours + 2 nights babysitting, recommended pocket money from £85 p/w

Mother's help*, 35+ hours, must have experience – recommended pay from £120 p/w

EXPERIENCE

Most au pair families would like to see that you are really interested in children. So 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 reference!

REQUIRED?

EXPECTED

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.

DUTIES

- 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
- Baby sitting

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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 all documentation to us once complete, 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

- ⇒ **2 references (F) in English** use the forms attached or letters from employers, with signature, contact details and date. **Translated** documents must be supplied with signed original attached. **Mother's help need 2 childcare references.**
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.
One reference childcare or character. Character reference = teacher, tutor, (ex) employer, church official. Family references **only in addition** to your official 2 references. MORE references are a great bonus!
- ⇒ **A 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.
- ⇒ **A criminal record check (F)** obtained from your local police station or council,
- ⇒ **Emergency information (F)** name and contact details in case of
- ⇒ **Signed au pair agreement (F)** please read this carefully before you sign
- ⇒ **Copy of driving license** – for families who provide car (+ some lessons)
- ⇒ **Copy of other relevant certificates**, childcare qualifications, first aid certificate, diplomas etc.
- ⇒ **Check all information on your online profile + pictures**

BONUS MATERIAL, families love these extra personal touches:

- ⇒ **Handwritten personal letter**
- ⇒ **Picture collage**, glue some photos on A4 and write notes with them

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Childcare Reference

Référence De Garde D'Enfants Referencia De Cuidado De Niños

This person is applying to be an au pair in Britain Cette personne postule à un travail au pair en Grande-Bretagne *Esta persona postula a un trabajo au pair in Inglaterra:*

Surname Prénom *Nombre* _____ **First name** Nom *Apellido* _____
Date of Birth Date de naissance *Fecha de nacimiento* ____/____/____

We know this person as our: Nous connaissons cette personne en tant que : *Conocemos a esta persona como:*

- Babysitter** Baby-sitter *Canguro* **Employee** Employée *Empleada**
 Nanny Nourrice *Niñera* **Club leader** Chef de groupe *Líder de club*
 Au pair Jeune fille au pair *Chica au pair* **Trainee** Stage *Prácticas***

Specify: *Précisez : Precise:* _____

* School – nursery *École – garderie Escuela – guardería*

** If learning to be child-carer *Pour apprendre le métier de garde d'enfants Para enterarse del oficio de guardia de niños*

How long have you known this person for? Depuis combien de temps connaissez-vous cette personne ? *¿Hace cuánto tiempo usted conoce a esta persona?* _____

How many children the candidate looked after? Give their age and sex. De combien d'enfants le candidat s'est-il occupé ? Donnez leur âge et leur sexe. *¿De cuántos niños el candidato se ocupó? Dé su edad y su sexo.*

_____ **Boy(s)** Garçon(s) *Chico(s)* _____ **Years old** Ans *Años*
_____ **Girl(s)** Fille(s) *Chica(s)* _____ **Years old** Ans *Años*

Describe childcare duties in brief. Décrivez brièvement les tâches que devait accomplir le candidat. *Describe brevemente las tareas que debía cumplir el candidato.*

Did the applicant also... Le candidat a-t-il également... *El candidato también ha...*

- . **Assist with light housework?** Aidé pour les tâches ménagères légères ? **Yes** Oui *Sí* **No** Non *No*
Ayudado para los quehaceres domésticos ligeros?
- . **Cooking?** Cuisiné ? *¿Cocinado?* **Yes** Oui *Sí* **No** Non *No*

Please tick a box Veuillez cocher la case correspondante *Por favor, puntee el compartimento*

	+	+/-	-	N/A
Communication with children Communication avec les enfants <i>Comunicación con los niños</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment/play with children Capacité à divertir les enfants <i>Capacidad de divertir a los niños</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patience <i>Paciencia</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility Capacité d'adaptation <i>Capacidad de adaptación</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication with adults Communication avec les adultes <i>Comunicación con los adultos</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall work quality Qualité du travail en général <i>Calidad del trabajo en general</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall attitude Attitude globale <i>Actitud global</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you recommend this person to work with children?

Recommanderiez-vous cette personne pour travailler avec des enfants ? **Yes** Oui *Sí* **No** Non *No*
¿Recomendaría a esta persona para trabajar con niños?

Why? Pourquoi ? *Porqué?* _____

Referee's name Nom de la personne délivrant cette référence <i>Apellido de la persona quien libra esta referencia</i> _____	Position En qualité de... <i>En calidad de...</i> _____	Speaks English? Yes / No
Address Adresse <i>Dirección</i> _____	Town Ville <i>Ciudad</i> _____	
Postcode Code Postal <i>Código Postal</i> _____	Mobile Portable <i>Móvil</i> _____	
Telephone Téléphone <i>Teléfono</i> _____		

Date Date *Fecha:* ____/____/____

Signature Signature *Firma:* _____

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Character Reference

Référence Personnelle Referencia Personal

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Surname Prénom *Nombre* _____ **First name** Nom *Apellido* _____
Date of Birth Date de naissance *Fecha de nacimiento* ____/____/____

How long have you known this person for? Depuis combien de temps connaissez-vous cette personne ? *¿Hace cuánto tiempo usted conoce a esta persona?* _____

How do you know this person? Comment connaissez-vous cette personne ? *¿Cómo conoce esta a persona?*



You must not be related (family member) to the above. Vous ne devez pas être (membre de la famille) à cette personne. *Usted no debe vincular (miembro de la familia) al antedicho.*

- Teacher** Enseignant *Profesor* **Employer** Employeur *Empresario*
 Religious leader Religieux *Monje*

Specify: Précisez : *Precise:* _____

What are his/her best qualities? Quelles sont ses meilleures qualités ? *¿Cuáles son sus mejores calidades ?*

What do you consider his/her area of weakness or something that she/he may find difficult? Quels seraient ses défauts ou qu'est-ce qu'elle pourrait trouver difficile ? *¿Cuáles serían sus defectos o qué podría parecerle difícil?*

Would you recommend this person to work with children?

Recommanderiez-vous cette personne pour travailler avec des enfants ? **Yes** Oui *Sí* **No** Non *No*
¿Recomendaría a esta persona para trabajar con niños?

Why? Pourquoi ? *Porqué?* _____

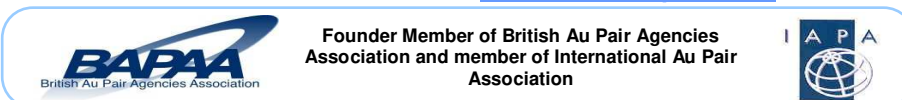
Any comment? Commentaires *Comentarios* _____

Referee's name Nom de la personne délivrante cette référence <i>Apellido de la persona quien libra esta referencia</i>	_____	Position En qualité de... <i>En calidad de...</i>	_____	Speaks English? Yes / No
Address Adresse <i>Dirección</i>	_____	Town Ville <i>Ciudad</i>	_____	
Postcode Code Postal <i>Código Postal</i>	_____	Mobile Portable <i>Móvil</i>	_____	
Telephone Téléphone <i>Teléfono</i>	_____			

Date Date *Fecha:* ____/____/____

Signature Signature *Firma:* _____

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Medical Report

Certificat Médical *Certificado Médico*

① Either provide medical certificate from your doctor or ask this form to be completed and signed by your doctor. Vous pouvez fournir un certificat médical de votre médecin ou bien lui faire remplir et signé ce document. *Usted puede abastecer un certificado médico de su médico o bien hacerle cumplir y firmado este documento.*

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Date of Birth Date de naissance *Fecha de nacimiento* ____/____/____

Has the applicant suffered from any of the following? Le candidat souffre-t-il d'une des maladies suivantes ?
¿El candidato sufre de una de las enfermedades siguientes?

Allergies Allergies *Alergias* **Yes** *Oui Sí* **No** *Non No* **Asthma** *Asthme Asma* **Yes** *Oui Sí* **No** *Non No*

Depression *Dépression Depresión* **Yes** *Oui Sí* **No** *Non No* **Diabetes** *Diabète diabetes* **Yes** *Oui Sí* **No** *Non No*

Drug problems *Problème de drogue Problema de droga* **Yes** *Oui Sí* **No** *Non No* **Eating disorders** *Désordres alimentaires Desórdenes alimentarios* **Yes** *Oui Sí* **No** *Non No*

Epilepsy *Épilepsie Epilepsia* **Yes** *Oui Sí* **No** *Non No* **Headaches** *Migraines Jaquecas* **Yes** *Oui Sí* **No** *Non No*

Rheumatic fever *Rhumatismes* **Yes** *Oui Sí* **No** *Non No* **Other?** *Autre? ¿Otro?* **Yes** *Oui Sí* **No** *Non No*

Is the applicant taking medication? Le candidat prend-il des médicaments? *¿El candidato toma medicinas?* **Yes** *Oui Sí* **No** *Non No*

Is the applicant pregnant? La candidate est-elle enceinte? *¿La candidata es embarazada?* **Yes** *Oui Sí* **No** *Non No*

If yes to any of the above, please give details. Si vous avez répondu oui l'une des propositions ci-dessus, veuillez préciser. *Si usted respondió "sí" a una de las proposiciones más arriba, por favor precisar:* _____

Would you recommend this person to work with children?

Recommanderiez-vous cette personne pour travailler avec des enfants ? **Yes** *Oui Sí* **No** *Non No*
¿Recomendaría a esta persona para trabajar con niños?

Doctor's name Nom du médecin <i>Apellido del médico</i> _____	_____
Address Adresse <i>Dirección</i> _____	_____
Postcode Code Postal <i>Código Postal</i> _____	Town Ville <i>Ciudad</i> _____
Telephone Téléphone <i>Teléfono</i> _____	Mobile Portable <i>Móvil</i> _____

Date and doctor's stamp Date et cachet du médecin *Fecha y sello del médico:* ____/____/____

Signature Signature *Firma:* _____

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Police Check

Please provide the police check at time of preparing your pack

If you have applied for your police check, you may as a temporary measure only, submit this form, completed, signed and dated

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

In some countries it takes several weeks to receive the police check. There is no need to have your police report translated.

We can accept your documents and start your interviews 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 of any kind
- ⇒ have applied for the police check and are awaiting receipt
- ⇒ accept that the family contract is subject to police check
- ⇒ will arrange to send us the police check as soon as it arrives using fast and secure postage or electronic format

I agree that I have applied for the police check on date ____/____/____

And would like to progress with my application whilst the document in progress

Signed

Place: _____

Date: ____/____/____

Signature:

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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 all information I have provided online and on paper is honest, correct and complete
3. After my confirmed placement I agree to stay in touch with the host family
4. I will not travel to the family until all details are confirmed by the agency
5. 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
6. I will respect the family contract and house rules and will carry out my duties to my best ability
7. 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
8. I understand that the success of the au pair experience depends largely on my initiative and flexibility to adapt.
9. Within the first week after arrival, I will inform my agency of my UK mobile telephone number.
10. If I have any problems or questions which I cannot resolve with the host family, I shall contact the agency for assistance.
11. 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 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 cost
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 and may be sent home 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.
15. Once expelled, other BAPAA members are unable to take my registration.

Place: _____

Date: ____/____/____

Signature:

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