

## Preparing Your Application

### Check the brochure and make sure you qualify for:

- All Programmes – page 3
- Au Pair Extraordinaire – page 7
- EduCare in America – page 10

### Gather together the following items:

- Copies of the latest school, academic and/or vocational certificates or diplomas you hold, or a letter from your school/college verifying the dates you attended and the qualifications you gained.  
Au Pair Extraordinaire applicants must supply a copy of the appropriate childcare qualification or a reference confirming their experience.
- A copy of your full driving licence
- A criminal record check certificate
- A copy of your passport

### Before your interview you also need to:

- Complete the application form.
- Write a Dear Host Family Letter.
- Provide photographs.
- Collect a minimum of three references.
- Arrange an interview.
- Arrange a medical check up.

### Dear Host Family Letter:

You will need to write a letter to tell your host family all about yourself. Include the reasons why you want to be an au pair in the USA, the children you have taken care of and the activities you have enjoyed with them. Write about your family and your relationship with them. Provide examples of qualities you have which will help you become part of an American host family providing caring and responsible childcare. Give as much detail as you can so that the American host family reading your letter gets a sense of your personality and the kind of person you are. **Your 'Dear Host Family Letter' is one of the most important parts of the application ... please spend time writing a great letter.**

- Use no less than 600 words on no more than 2 pages of white A4 paper.
- Write clearly in **black** ink.
- Write your name at the top of each page.
- Make sure that you leave a 2cm margin on all sides.

### Photographs – 2 pages only

The photographs you choose must show you together with the children you have cared for, you with your family and friends in the places you live or frequently visit. For your passport sized photograph use a light background and remember to smile!

- First glue the passport sized photograph in the top right hand corner of the first page.
- Then arrange the 4 to 6 photographs over the 2 white A4 pages – do not overlap or staple them.
- Next to each photo, in black ink, explain who is in the picture and what you are doing.
- Write your name at the top of each page.
- Make sure you leave a 2cm margin on all sides.

### References:

You will need to collect a minimum of 3 references. References should be completed on the enclosed Au Pair in America reference forms. Photocopy the 3 different types of forms as required so that you have 1 sheet for each reference. **EduCare** candidates must submit an additional academic reference as well as the childcare and character reference.

- At least 1 of the references must be a childcare reference from either an employer or childcare teacher – **be sure to use the correct form.**
- Immediate family members may not complete a reference.
- All references must be translated into English on one of these forms with the original attached.
- We encourage you to submit as many childcare and character references as possible.

### Arranging an Interview:

If you live in Australia, Germany or South Africa, send your completed application to 'attention: DEPT APP' at the appropriate address shown on the back of the brochure. If you live in another country, contact the nearest Au Pair in America interviewer to arrange an interview. Bring your completed application to the interview.

### Tips to maximise your placement changes:

- Write neatly with black ink!
- Be accurate with your details!
- Be honest about your experience and health!
- Understand what you are signing!
- Photocopy the agreement and application documents for your own reference.

**Please note that we cannot return any of your application documents, including photographs and references at any time.**

To find your nearest Au Pair in America interviewer,  
or to download a copy of this application form, visit our website  
**[www.aupairamerica.co.uk](http://www.aupairamerica.co.uk)**

# Agreement

Membership no 2003

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## NAME OF APPLICANT – AS IT APPEARS IN PASSPORT

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Last Name

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First Name

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Other Initials

### Read this agreement carefully and sign and date below.

In consideration of you, the American Institute for Foreign Study Inc., herein after referred to as 'AIFS', accepting me for their Au Pair in America, Au Pair Extraordinaire or EduCare in America programme, I hereby undertake and agree as follows:

- I.
  - a) I will complete all visa and screening requirements in accordance with the instructions given and will be responsible for obtaining a valid passport and complying with all vaccination and immunisation requirements.
  - b) I will only accept a placement with a host family whom I have interviewed with personally by telephone. I will review all Pre-departure Training materials and attend all sessions during the Orientation programme.
  - c) I will be present in good time for all flights or other transportation provided or arranged by AIFS. AIFS will not provide or be responsible for alternative transportation except in the case of illness or accident in accordance with its group insurance policy.
  - d) I will abide by all appropriate regulations and instructions of the US Government and obey all applicable laws.
- II.
  - a) As a participant on the Au Pair in America or Au Pair Extraordinaire programme, I will provide childcare up to 45 hours per week and not more than 10 hours per day, for a period not exceeding the 12 months granted under the terms of my visa. As a participant on the EduCare in America programme, I will provide childcare up to 30 hours per week and not more than 10 hours per day, for a period not exceeding the 12 months granted under the terms of my visa.
  - b) I will carry out my childcare and other responsibilities to the host family to the best of my ability and with due respect and will take full advantage of the cultural opportunities and will fulfil the educational requirements in accordance with the rules and guidelines set out in the brochure and applicants' handbook.
  - c) At the end of my stay I will return to my home country on or before the expiry of my 'duration of stay' as determined by US Immigration and will not attempt to return subsequently to the United States without a valid and current US visa.
  - d) I understand that programme flights will depart from and return to designated airports, so I am responsible for any costs prior to departure and upon my return. I must also make my own way to my designated US return airport at the end of the programme in time for my return flight and pay any transportation costs from my family to the airport. AIFS is not responsible for airline baggage costs or airport taxes.
  - e) I understand the support system provided by the London and Connecticut offices, and affiliate offices if appropriate, and Community Counsellors network. I will maintain monthly contact with my Community Counsellor. I will co-operate fully with those supervising the programme on my behalf for AIFS and I agree to abide by any reasonable instructions they may give me.
  - f) I will not accept any form of paid employment in the USA during my stay other than within my duties as a programme participant with my host family.
  - g) While living with my host family I will be responsible for all personal debts, such as telephone calls. In the event of an automobile accident, I may be liable for up to, but no more than, US\$500 of the insurance deductible.
  - h) As detailed on my application, I certify that I have successfully completed my secondary school studies/training.
  - i) I declare that I have never been charged with or convicted of a criminal offence.
  - j) I declare that I have not previously participated in an au pair programme in the United States.
  - k) I understand that my application and contents herein cannot be returned to me at any time.
- III. I understand that failing to provide full and accurate responses to the questions asked in this application, on the medical report form, at interview and on all ancillary documents may result in the rejection of my application or termination from the programme. I hereby warrant that the information I have given in the application form completed by me is accurate. I also declare that all qualifications gained and certificates and references provided, including photocopies are genuine.
- IV. I agree that I will perform my duties as an au pair or EduCare companion to the best of my ability and indemnify AIFS, its staff, agents and all affiliated organisations from any damages, losses or claims resulting from my participation in the programme.  
I unconditionally release AIFS, its staff, agents and all affiliated organisations, from any claims for damage, injury, loss, or expense of any nature in connection with my participation on the programme, including any losses arising from the use of any vehicle or from any act or omission by any host family, airline or other common carrier, or other firm, agency, company or individual, unless the loss is caused by the gross negligence of AIFS.
- V. I agree that AIFS may take such actions as it considers necessary regarding my health and safety during my time on the programme, including securing medical treatment for me and transporting me to my home country. I release AIFS from any liability relating to the medical care received, and agree to pay for any medical or transportation expenses that are not covered by insurance.
- VI. I understand that, in the event of late cancellation from the programme (after the visa application form has been issued) Au Pair in America and AIFS reserves the right to charge a US\$200 cancellation fee.
- VII. a) I understand that as a participant on the Au Pair in America or Au Pair Extraordinaire programme, if for any reason I do not complete the full 12 month term of the programme, or the required educational hours, I shall forfeit the Completion Payment and not be entitled to any refund of the Good Faith Payment, the Au Pair in America placement fee, insurance costs or any other supplemental payments for any ancillary services.  
b) I understand that as a participant on the EduCare in America programme, if for any reason I do not complete the full 12 month term of the programme, or the required educational hours, I shall forfeit the EduCare in America placement fee, programme fees or any other supplemental payments for any ancillary services.
- VIII. I confirm that I have read and understand the Au Pair in America brochure and guidelines and agree that its terms are deemed to be incorporated in this agreement.
- IX. This agreement shall be governed by the laws of the State of Connecticut. I agree that any dispute with AIFS, its staff, agents and all affiliated organisations that is not settled informally will be submitted to binding arbitration, to be conducted in substantial accordance with the rules of the American Arbitration Association. The location of the arbitration and identity of the arbitrator will be decided by mutual agreement, with the costs to be shared equally between the parties, and the decision of the arbitrator shall be final. By signing this agreement, I understand that I am giving up my right to have any claim against AIFS, Inc. and its affiliated organisations decided in Court before a judge or jury.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Application Form

Membership no 2003

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Office use only AP / EX / ED

## NAME OF APPLICANT – AS IT APPEARS IN PASSPORT

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Please tick the programme you are applying for and check that you qualify as outlined in the brochure.

Au Pair Extraordinaire applicants will also need to complete the Additional Au Pair Extraordinaire Application Form.

**Au Pair in America**

**Au Pair Extraordinaire**

**EduCare in America**

## PERSONAL DETAILS

Full Postal Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

Date of Birth 

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*day month year age*

City of Birth \_\_\_\_\_

Country of Birth \_\_\_\_\_ Country passport issued in \_\_\_\_\_

Passport No. \_\_\_\_\_ Expiry date 

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*day month year*

Current Occupation \_\_\_\_\_ Previous occupation if unemployed \_\_\_\_\_

## CONTACT INFORMATION (where you can be contacted by a prospective family)

Telephone \_\_\_\_\_ *local code* \_\_\_\_\_ *number* \_\_\_\_\_ Best time to call \_\_\_\_\_

Alternative telephone \_\_\_\_\_ *local code* \_\_\_\_\_ *number* \_\_\_\_\_ Best time to call \_\_\_\_\_

Fax \_\_\_\_\_ *local code* \_\_\_\_\_ *number* \_\_\_\_\_ E-mail \_\_\_\_\_

Mobile \_\_\_\_\_ *code* \_\_\_\_\_ *number* \_\_\_\_\_ Best time to call \_\_\_\_\_

Emergency contact \_\_\_\_\_ *name* \_\_\_\_\_ *local code* \_\_\_\_\_ *number* \_\_\_\_\_ Does this person speak English? \_\_\_\_\_

## AVAILABILITY

Au Pair / Extraordinaire: Earliest availability date \_\_\_\_\_ Latest availability date \_\_\_\_\_

EduCare companions: Summer  Winter

Date away (eg holiday) if known \_\_\_\_\_ Notice required at work \_\_\_\_\_

## EXPERIENCE AND PREFERENCE *Please tick all appropriate boxes*

	Experience with this age group	Willing to care for this age group
3 months – 2 years	<input type="checkbox"/>	<input type="checkbox"/>
2 – 6 years	<input type="checkbox"/>	<input type="checkbox"/>
6 + years	<input type="checkbox"/>	<input type="checkbox"/>
children with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
2 or more children at the same time	<input type="checkbox"/>	<input type="checkbox"/>

Provide details of any experience you have caring for children with mental, physical or learning disabilities \_\_\_\_\_

\_\_\_\_\_

**Au Pairs** – many of our host families have children under the age of 2 years

**EduCare** companions – our host families will have school age children

The majority of our host families have more than 1 child. As well as having experience and willingness to care for children in the ages chosen, your placement chances will improve if you are willing to care for 2 or more children.

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Other Initials

## REASON FOR APPLYING

In addition to taking care of children, please select your top five reasons for wanting to take part in the programme. **One** being the most important and **five** being the least important reason.

**"I would like to become an Au Pair or EduCare companion in the USA because it will give me the opportunity to..."**

- |   |   |
|---|---|
| <input type="checkbox"/> Become more fulfilled as a person                                      | <input type="checkbox"/> Achieve independence from my family        |
| <input type="checkbox"/> Meet new people  | <input type="checkbox"/> Study at an American college               |
| <input type="checkbox"/> Learn more about the culture and traditions of the USA                 | <input type="checkbox"/> Travel                                     |
| <input type="checkbox"/> Improve my English language skills                                     | <input type="checkbox"/> Earn money while living abroad             |
| <input type="checkbox"/> Share the culture and traditions of my country with an American family | <input type="checkbox"/> Gain experience to further a future career |
|   | <input type="checkbox"/> Live abroad in a family environment        |

## FAMILY BACKGROUND

Do you regularly attend religious services? Yes  No

What is your religion? \_\_\_\_\_ What is your native language? \_\_\_\_\_

How many siblings do you have? \_\_\_\_\_

Please tick all that apply: I am willing to live with a family who has dog(s)  cat(s)  bird(s)  small household pet(s)

## HOBBIES AND INTERESTS

Please tick five:

- |                                   |                                  |  |  |                                    |                                  |  |                                     |
|-----------------------------------|----------------------------------|--|--|------------------------------------|----------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Swimming | <input type="checkbox"/> Riding  | <input type="checkbox"/> Cycling       | <input type="checkbox"/> Skiing  | <input type="checkbox"/> Tennis    | <input type="checkbox"/> Soccer  | <input type="checkbox"/> Running           | <input type="checkbox"/> Gymnastics |
| <input type="checkbox"/> Writing  | <input type="checkbox"/> Reading | <input type="checkbox"/> Arts & crafts | <input type="checkbox"/> Artwork   | <input type="checkbox"/> Computers | <input type="checkbox"/> Cooking | <input type="checkbox"/> Community service |                                     |
| <input type="checkbox"/> Choir    | <input type="checkbox"/> Dance   | <input type="checkbox"/> Photography   | <input type="checkbox"/> Musical instruments ( <i>piano</i> <input type="checkbox"/> <i>guitar</i> <input type="checkbox"/> <i>violin</i> <input type="checkbox"/> <i>flute</i> <input type="checkbox"/> |                                    |                                  |  |                                     |

Do you know how to swim? Yes  No

## PREFERRED CITY OF DEPARTURE (circle one)

- |                |              |            |             |            |           |              |                |             |
|----------------|--------------|------------|-------------|------------|-----------|--------------|----------------|-------------|
| Adelaide       | Amsterdam*   | Auckland   | Bangkok     | Barcelona  | Belfast*  | Belgrade     | Belo Horizonte | Berlin*     |
| Bilbao         | Bordeaux     | Brisbane   | Brussels*   | Bucharest  | Budapest* | Buenos Aires | Calgary*       | Cape Town   |
| Copenhagen*    | Dublin*      | Durban     | Düsseldorf* | Frankfurt* | Geneva*   | Glasgow      | Gothenburg     | Guadalajara |
| Guatemala      | Guayaquil    | Halifax*   | Hamburg*    | Helsinki*  | Istanbul* | Johannesburg | Kuala Lumpur   | La Paz      |
| Leipzig*       | Lima         | Lisbon     | London*     | Lyon       | Madrid*   | Malaga       | Malta          | Manchester  |
| Melbourne      | Mexico City* | Milan*     | Monterrey*  | Montivideo | Moscow    | Munich*      | Nice           | Oslo*       |
| Ottawa*        | Panama City  | Paris*     | Perth       | Prague*    | Quito     | Reykjavik*   | Riga           |             |
| Rio de Janeiro | Rome         | San José   | Santiago    | São Paulo  | Seoul     | Singapore    | Sofia          |             |
| St Petersburg  | Stavanger    | Stockholm* | Sydney      | Tallinn    | Tblisi    | Tel Aviv     | Tokyo          |             |
| Toronto*       | Vancouver*   | Vienna*    | Vilnius     | Warsaw*    | Zurich*   |              |                |             |

\*These departure cities are free. Please refer to the Au Pair in America brochure or website for the one way flight supplement that applies to all other departure cities. Similar one way payments will be applicable on the return flight.

# Application Form

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## NAME OF APPLICANT – AS IT APPEARS IN PASSPORT

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Last Name

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First Name

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Other Initials

## EDUCATION

Please tick the levels of education that you have achieved and complete the table below giving full details of all your educational achievements, using a continuation sheet if necessary.

Secondary school  Further practical training  University degree  Other

Level of education <i>see above, e.g. secondary school, university degree</i>	Dates <i>(month, year)</i> From To	Educational institution	Qualification gained	Subjects studied	Please indicate <i>(✓) if reference is provided, giving the name of referee</i>

## EXPERIENCE AND GOALS

Give a brief summary of all the jobs that you have held with dates of employment and an explanation of your duties:

Job title	Dates	Duties
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

When you return to your home country at the end of the programme, what do you intend to do? \_\_\_\_\_

What are your long term career goals? \_\_\_\_\_

What do you expect to gain from the programme? \_\_\_\_\_

Other than your native language, what other languages do you speak? \_\_\_\_\_

Have you travelled outside your home country for 2 months or more? List locations, dates and reasons \_\_\_\_\_

What are your favourite things to do in your spare time? \_\_\_\_\_

## INFORMATION ABOUT SMOKING

Do you smoke cigarettes? Yes  No  If yes, how many cigarettes do you smoke per day? \_\_\_\_\_

NO SMOKING DECLARATION. Read this if you answered YES to the question above.

Today the vast majority of American families have strong views on smoking. If you do smoke, but agree not to in the home of your host family or when responsible for the children, then tick yes below. You will be expected to abide by your decision so consider it carefully. Yes  No

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Last Name

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Other Initials

**GENERAL**

Have you ever been convicted of or charged with a criminal offence? Yes  No  If yes, give details \_\_\_\_\_

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Have you ever been a victim of sexual, emotional or physical abuse? Yes  No  If yes, give details \_\_\_\_\_

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Do you have any chronic or recurring health problems e.g. asthma, diabetes, epilepsy, cold sores? Yes  No

If yes, give details \_\_\_\_\_

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Do you have any allergies or fears of household pets? Yes  No

If yes, please indicate: dog  cat  bird  other small household pets

Do you have any food allergies? Yes  No  If yes, give details \_\_\_\_\_

Do you follow a special diet? Yes  No  If yes, please indicate: vegetarian  kosher  other

If you ticked other, give details \_\_\_\_\_

Do you take daily medication for health reasons? Yes  No  If yes, give details \_\_\_\_\_

Have you been hospitalised or under the care of a doctor within the last 12 months? Yes  No  If yes, give details \_\_\_\_\_

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Have you ever received counselling or treatment for a nervous or emotional problem, e.g. depression or an eating disorder?

Yes  No  If yes, give details \_\_\_\_\_

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**DRIVING EXPERIENCE**

When did you start to learn how to drive? \_\_\_\_\_

Do you hold a **FULL** driving licence (including practical and theory test)? Yes  No

Date passed

day		month		year			

Have you ever had a car accident? Yes  No  If yes, give details \_\_\_\_\_

How often do you drive? everyday  3 – 5 times/week  1 – 2 times / week

In your home country, what kinds of roads do you usually drive on? city  highway  country

**Please Note:** EduCare companions must have held a full driving licence for at least 6 months by the time you depart to the US and have frequent driving experience.

# Documented Childcare Experience

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**NAME OF APPLICANT – AS IT APPEARS IN PASSPORT**

Last Name	First Name	Other Initials

Please tick the areas below that describe **all** the ways in which you have gained your childcare experience including experience with members of your own family (paid or voluntary), and add details below.

Nanny       Babysitting       Day care centre for children       Caring for younger family member   
 Au Pair       Tutoring children       Summer activity camps       Youth or church group/club   
 Practical training in childcare and related subjects       Other \_\_\_\_\_

- **All candidates must have at least 200 hours of recent practical childcare experience gained within the last 3 years.**
- **In order to care for children under 2 years of age your 200 hours needs to be with children under 2 years of age.**

Your hours are to be calculated, for example, as follows: 2 hours of babysitting twice a week = 4 hours per week = 16 hours per month. Over a 6 month period this would equal 96 hours. List each area of childcare experience that you have ticked above and complete the form below in as much detail as you can, using a continuation sheet if necessary. Detail all your childcare experience regardless of the ages of the children, or if it is over 3 years ago.

Areas of experience <small>see above, e.g. babysitting, tutoring</small>	Dates <small>(month, year)</small> From      To	Names & ages of children <small>when supervision began (years &amp; months)</small>	Outline experience <small>e.g. active supervision, bathing, playing, other activities</small>	Frequency of care <small>e.g. "2 hours twice a week", "8 hours 1 day a week"</small>	Total number of hours in this area of experience	Please indicate (✓) if reference is provided, giving the name of referee

If you have childcare experience with children under the age of 2 years please indicate whether you have experience in the following activities and how often you perform them (e.g. everytime you care for children, sometimes, never).

Do you know how to...	Yes	No	How often?	Do you know how to...	Yes	No	How often?
Prepare a baby's bottle?	<input type="checkbox"/>	<input type="checkbox"/>	_____	Feed a baby with a spoon/fork?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Change a nappy (diaper)?	<input type="checkbox"/>	<input type="checkbox"/>	_____	Bath an infant (9 – 12 months old)?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Feed a baby with a bottle?	<input type="checkbox"/>	<input type="checkbox"/>	_____	Bath a toddler (13 – 24 months old)?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Burp a baby?	<input type="checkbox"/>	<input type="checkbox"/>	_____	Put a baby to bed?	<input type="checkbox"/>	<input type="checkbox"/>	_____

**PLEASE READ THIS STATEMENT AND SIGN BELOW**

I confirm that the above information (and that on any continuation sheet) is a true and correct record of my experience and that I have at least 200 hours of practical childcare experience gained in the last 3 years.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Additional Au Pair Extraordinaire Application

Membership no 2003  

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Other Initials

Au Pair Extraordinaire is a programme for qualified and/or experienced childcarers, according to the requirements and qualifications outlined in the Au pair in America brochure. If you meet these qualifications and wish to apply for a placement under the Au Pair Extraordinaire programme, please complete this supplemental sheet and enclose it with your application.



Complete **Sections A and B** if you have the appropriate **childcare qualification**, otherwise give full details of your qualifying **experience** in **Section B**. All applicants must complete **Section C**.

### SECTION A

Give further details of your educational achievements that qualify you for this programme – course, college, dates attended, subjects studied and grades. Attach certificates\* and at least one reference from a childcare tutor\*.

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### SECTION B

Give details of all full time positions held as a childcarer, and/or work experience placements that were part of your qualification – outline duties, hours of “on duty” time, whether sole charge, etc. Attach a reference\* from a childcare employer.

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*\*Copies of certificates and additional references are obligatory for the Au Pair Extraordinaire programme – bring original certificates to show your interviewer and also bring photocopies to include with your application.*

### SECTION C

Why did you choose to go into this field of childcare? \_\_\_\_\_

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What are your future career plans involving children? \_\_\_\_\_

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### PLEASE SIGN THE DECLARATION BELOW

I declare that I meet the additional requirements of the Au Pair Extraordinaire programme. I understand that all the conditions and requirements of the Au Pair in America programme also apply to the Au Pair Extraordinaire programme. I hereby declare that all qualifications gained and certificates and references provided, including photocopies, are genuine.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Childcare Reference – from an employer

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First Name

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Other Initials

**To be completed by childcare referee (employer) – use black ink.****Name of referee** (please print) \_\_\_\_\_ **Profession** \_\_\_\_\_

Address \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Mobile \_\_\_\_\_

*The Au Pair in America Interviewer or American host family may telephone you to discuss this reference.*Do you speak English? Yes  No  Best time to call \_\_\_\_\_

Are there any dates in the near future when you will not be contactable? (e.g. holidays) \_\_\_\_\_

Are you related to the applicant? Yes  No  (*Relatives may not complete this form*).**Please Note:** *That references are checked and falsifying a reference may result in the applicant being withdrawn from the programme.*

How long have you known the applicant? \_\_\_\_\_ How do you know the applicant? \_\_\_\_\_

How long have you employed the applicant as a childcare helper? \_\_\_\_\_

When did the applicant last care for your children? \_\_\_\_\_

How often does/did the applicant care for your children? (e.g. daily, once a week, several times a week) \_\_\_\_\_

Please give a full account of the applicant's duties \_\_\_\_\_

Has the applicant lived with your family? If so, for how long? \_\_\_\_\_

Please list the ages of the children at the time the applicant first cared for them \_\_\_\_\_ Age of children now \_\_\_\_\_

Describe any special skills and abilities the applicant showed \_\_\_\_\_

To the best of your knowledge, has the applicant ever been convicted of or charged with a criminal offence? Yes  No 

If yes, give details \_\_\_\_\_

Has the applicant any health or family problems? Yes  No  If yes, give details \_\_\_\_\_

Please give your opinion of the applicant's ability to handle new situations and possible stress, culture shock, etc. \_\_\_\_\_

Please rate the applicant's qualities in the following areas: 1=poor, 2=below average, 3=satisfactory, 4=good, 5=excellent

Love of children  Understanding the children's needs  Responsibility/Maturity Ability to work with adults  Ability to carry out instructions  Warmth/Compassion 

Would you recommend the applicant for placement as an Au Pair in the USA? Please give your reasons in as much detail as possible:

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Please provide any additional information about the applicant which would be helpful to a prospective family \_\_\_\_\_

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**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_**PLEASE RETURN TO THE APPLICANT ONCE COMPLETED**

# Childcare Reference – from a childcare teacher

Membership no 2003  

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**NAME OF APPLICANT – AS IT APPEARS IN PASSPORT**

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Last Name

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First Name

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Other Initials

**To be completed by childcare referee (teacher) – use black ink.**

**Name of referee** (please print) \_\_\_\_\_ **Profession** \_\_\_\_\_

Address \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Mobile \_\_\_\_\_

*The Au Pair in America Interviewer or American host family may telephone you to discuss this reference.*

Do you speak English? Yes  No  Best time to call \_\_\_\_\_

Are there any dates in the near future when you will not be contactable? (e.g. holidays) \_\_\_\_\_

Are you related to the applicant? Yes  No  *(Relatives may not complete this form).*

**Please Note:** *That references are checked and falsifying a reference may result in the applicant being withdrawn from the programme*

How long have you known the applicant? \_\_\_\_\_ How do you know the applicant? \_\_\_\_\_

What course has the applicant studied for? \_\_\_\_\_ Qualification gained? Yes  No

Please describe the course content in full, including theoretical and practical work (list the age groups of the children the applicant worked with) \_\_\_\_\_

What goals should a student taking this course achieve? \_\_\_\_\_

Did the applicant achieve these goals? Yes  No  How well did they compare to other class members? \_\_\_\_\_

Please rate the applicant's qualities in the following areas: 1=poor, 2=below average, 3=satisfactory, 4=good, 5=excellent

Love of children  Understanding the children's needs  Responsibility/Maturity

Ability to work with adults  Ability to carry out instructions  Warmth/Compassion

Please give your opinion of the applicant's ability to handle new situations and possible stress, culture shock, etc. \_\_\_\_\_

Please explain how the applicant relates to other members of the class in terms of confidence and other qualities \_\_\_\_\_

To the best of your knowledge, has the applicant ever been convicted of or charged with a criminal offence? Yes  No

If yes, give details \_\_\_\_\_

Has the applicant any health or family problems? Yes  No  If yes, give details \_\_\_\_\_

Would you recommend the applicant for placement as an au pair in the USA? Please give your reasons in as much detail as possible \_\_\_\_\_

Please provide any additional information about the applicant which would be helpful to a prospective host family \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE RETURN TO THE APPLICANT ONCE COMPLETED**

# Character Reference

Membership no 2003

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Office use only AP / EX / ED

## NAME OF APPLICANT – AS IT APPEARS IN PASSPORT

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Last Name

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First Name

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Other Initials

**To be completed by character referee – use black ink.**

**Name of referee** (please print) \_\_\_\_\_ **Profession** \_\_\_\_\_

Address \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Mobile \_\_\_\_\_

*The Au Pair in America Interviewer or American host family may telephone you to discuss this reference.*

Do you speak English? Yes  No  Best time to call \_\_\_\_\_

Are there any dates in the near future when you will not be contactable? (e.g. holidays) \_\_\_\_\_

Are you related to the applicant? Yes  No  (Relatives may not complete this form).

**Please Note:** That references are checked and falsifying a reference may result in the applicant being withdrawn from the programme.

How long have you known the applicant? \_\_\_\_\_ How do you know the applicant? \_\_\_\_\_

Would you recommend the applicant for placement as an au pair in the USA? Yes  No

Please give your reasons in as much detail as possible \_\_\_\_\_

To the best of your knowledge, has the applicant ever been convicted of or charged with a criminal offence? Yes  No

If yes, give details \_\_\_\_\_

Has the applicant any health or family problems? Yes  No  If yes, give details \_\_\_\_\_

Please give your opinion of the applicant’s ability to handle new situations and possible stress, culture shock, etc. \_\_\_\_\_

Please comment on the applicant’s abilities and qualities in the areas listed below. Feel free to provide appropriate examples.

Honesty \_\_\_\_\_

Punctuality \_\_\_\_\_

Responsibility/Maturity \_\_\_\_\_

Communication skills \_\_\_\_\_

Love of children \_\_\_\_\_

Flexibility \_\_\_\_\_

Please provide any additional information about the applicant which would be helpful to a prospective family. \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE RETURN TO THE APPLICANT ONCE COMPLETED**

# Academic Reference

(Required for EduCare Companions)

Membership no 2003  

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### NAME OF APPLICANT – AS IT APPEARS IN PASSPORT

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Last Name

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First Name

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Other Initials

### To be completed by academic referee (teacher) – use black ink.

Name of referee (please print) \_\_\_\_\_ Profession \_\_\_\_\_

Address \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Mobile \_\_\_\_\_

The Au Pair in America Interviewer or American host family may telephone you to discuss this reference.

Do you speak English? Yes  No  Best time to call \_\_\_\_\_

Are there any dates in the near future when you will not be contactable? (e.g. holidays) \_\_\_\_\_

Are you related to the applicant? Yes  No  (Relatives may not complete this form).

**Please Note:** That references are checked and falsifying a reference may result in the applicant being withdrawn from the programme.

How long have you known the applicant? \_\_\_\_\_ How do you know the applicant? \_\_\_\_\_

When were you last in contact with the applicant? \_\_\_\_\_

What level of education did they study at your establishment? \_\_\_\_\_

Please describe the applicant’s particular academic interests and abilities \_\_\_\_\_

\_\_\_\_\_

Please explain how the applicant related to other class members \_\_\_\_\_

\_\_\_\_\_

Please rate the applicant’s qualities in the following areas: 1=poor, 2=below average, 3=satisfactory, 4=good, 5=excellent

Responsibility  Maturity  Warmth/Compassion  Ability to work with adults

Ability to carry out instructions  Punctuality  Initiative

Please give your opinion of the applicant’s ability to handle new situations and possible stress, culture shock, etc. \_\_\_\_\_

\_\_\_\_\_

To the best of your knowledge, has the applicant ever been convicted of or charged with a criminal offence? Yes  No

If yes, give details \_\_\_\_\_

Has the applicant any health or family problems? Yes  No  If yes, give details \_\_\_\_\_

\_\_\_\_\_

Would you recommend the applicant for placement as an EduCare companion in the USA caring for children? Please give your reasons in as much detail as possible \_\_\_\_\_

\_\_\_\_\_

Please provide any additional information about the applicant which would be helpful to a prospective family \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN TO THE APPLICANT ONCE COMPLETED**