



1st Step : PRESELECTION

| PIECE | How to do it |
|---------------------------|--|
| <u>Application Form</u> | Complete with details your answers, you will have other au pairs compiting with you. The best candidates will be chosen by the families for an interview. So, DO YOUR BEST!! Complete all the informaiton required here, it will take you time but it is important to do it well as it will be seen and judged by the families |
| <u>Dear Family Letter</u> | Is an important part of your application , the moment to sell yourself ! So take your time to do it. |

Application form

| First Name : | | Last Name : | | | | | |
|---|-------|---------------------------------|--|-----|----|--|--|
| Full Address : | | Email : | | | | | |
| | | Skype address : | | | | | |
| Home Tel with country & area codes: | | Mobile Tel : | | | | | |
| Marital Status: | | Are you native English speaker? | | | | | |
| Select the country to live | Spain | Canada | Australia | | | | |
| | | | | | | | |
| I accept living in : | City | Town | The Country | | | | |
| | | | | | | | |
| I am available to start on; | | | Month / year | | | | |
| Is this date flexible? would you accept to start before? pls give details | | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Yes</th> <th style="width: 50%;">No</th> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </table> | Yes | No | | |
| Yes | No | | | | | | |
| | | | | | | | |
| How many months would you like to stay? | | | Min_____ Max_____ | | | | |

Your profile

| | | | | | | | |
|---|--|-------------------|--|---|-----|--------------------|--|
| Age on departure | | Date of birth | | Sex | M/F | Nationality? | |
| Do you have a passport ? | | Passport Number : | | Expiry date | | Country of Birth : | |
| Have you been a smoker in the last 6 months? | | | | How many a day? | | | |
| If you smoke please complete this NO SMOKING DECLARATION | | | | | | | |
| <p>I, _____, hereby declare that on acceptance of an offer of placement with a host family, I will not smoke in and around the children. I will be looking after or on the property of the host family unless otherwise agreed with them.</p> | | | | | | | |
| Driving licence? Date passed? | | | | Type of car you drive Manual/ Automatic | | | |
| Do you drive regularly? | | | | Will you drive abroad? | | | |
| Allergies : | | | | Your religion? | | | |
| Can you swim? | | | | Will you cook? | | | |

| | | | | | | |
|--------------------------|--------|---------|---------|---------|--------|-------|
| What languages you speak | French | English | Spanish | Italian | German | Other |
| and what is your level? | | | | | | |

My driving skills: All candidates should pass their test prior to registration. All families are expected to arrange a couple of hours driving lessons

| | | |
|--|---|--------------------------------------|
| I have a driver's license since: | Yes ____ No ____ | |
| Kind of car that I can drive | Manual | Automatic |
| | | |
| My experience: | | |
| <input type="checkbox"/> 50 – 100 hours | <input type="checkbox"/> By rain | <input type="checkbox"/> Country |
| <input type="checkbox"/> 100 – 150 hours | <input type="checkbox"/> By snow | <input type="checkbox"/> City centre |
| <input type="checkbox"/> 150 – 200 hours | <input type="checkbox"/> By heavy wind | <input type="checkbox"/> Suburb |
| <input type="checkbox"/> 200 or more hours | | |
| How often do you drive? | | |
| <input type="checkbox"/> Daily | <input type="checkbox"/> Several times a week | |
| <input type="checkbox"/> Several times a month | <input type="checkbox"/> Not often | |

Education & Professional Experience

Niveau d'Etudes & Expérience Professionnelle

| | |
|---|--|
| 1 st Aid Certificate? | |
| What is the most advanced educational or professional qualification that you have obtained? | |
| Present Occupation: | |
| Your hobbies | |
| Do you play any instrument? | |

Childcare Experience and Training

Please describe your work and activities done with children and ages it relates to.

| | |
|---|--|
| Experience 1 | |
| Areas with childcare experience: | |
| Ages of children cared | |
| Outline tasks & activities done | |
| Frequency of care | |
| Contact details (email and phone number) | |
| Experience 2 | |
| Areas with childcare experience: | |
| Ages of children cared | |
| Outline tasks & activities done | |
| Frequency of care | |
| Contact details (email and phone number) | |
| Experience 3 | |
| Areas with childcare experience: | |
| Ages of children cared | |
| Outline tasks & activities done | |
| Frequency of care | |

Contact details (email and phone number)

Experience with next age groups:

- 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 |

Did you take care of babies younger than 2 yrs old?

If Yes, their age:

Have you been an au pair before?

Do you have a minimum of 150 hrs experience?

Explain your childcare experience and duties with babies:

References

Reference 1:

Relationship with this person: was he/ she your employer? Explain:

Name:

Tel ;

Email:

Reference 2:

Relationship with this person: was he/ she your employer? Explain:

Name:

Tel ;

Email:

Your Host Family

Votre Famille d'Accueil : Soyez le plus flexible possible

| Domestic Duties | Cooking | Shopping | Ironing | Washing | Cleaning |
|--------------------------|---------|----------|------------|-------------|----------|
| Do you have experience | | | | | |
| Are you willing to do... | | | | | |
| Age Groups | Babies | 1-2 | 3-6 | 7-12 | 13+ |
| Have you worked with.. | | | | | |
| Will you work with.... | | | | | |
| Preferred Location | City | Big Town | Small Town | The country | |

| | | | |
|---|-----------------------|-----------------------|------------------|
| | | | |
| Availability to work with the family as au pair | 25 to 30 hrs per week | 30 to 40 hrs per week | 40 to 45 hrs p/w |
| | | | |
| Do you have allergy to pets? | | | |

Your preferences

Do you have dietary preferences Yes No

If yes please explain _____

Do you have allergies? Yes No

If yes please explain _____

Are you a vegetarian Yes No

If yes, are you willing to prepare meat for the family? Yes No

Accept pets in the house?

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

Accept family of different race or religion? Yes No

My hobbies (explain your hobbies in more detail in the letter)

| | | |
|--------------------|--|---------------------|
| Sports | <input type="checkbox"/> Yes <input type="checkbox"/> No | What sport(s): |
| Musical instrument | <input type="checkbox"/> Yes <input type="checkbox"/> No | What instrument(s): |
| Other | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

About yourself

A propos de vous

Put 5 adjectives in **BOLD** that best describe your personality

Outgoing Organised Shy Friendly Responsible Sensitive Hardworking Creative
 Caring Witty Clean Calm Negative Nature lover Loud Positive Neat
 Attentive Messy Honest Mature Dependable Independent Social Athletic
 Artistic

| | |
|--|--|
| Other adjectives? (specify) | |
| Do you have a serious boyfriend/girlfriend? | |
| If yes, explain how you will manage homesickness when apart from them for up to 12 months? | |
| What are you currently doing? (studies, work...) | |
| What will you do later on? Which career ? | |

Interests & Hobbies

Vos centres d'intérêts

Please highlight your hobbies in bold

| | | | | | | |
|---------------------|-----------|--------------|-----------------|-------------|---------|----------|
| Musical Instruments | Cycling | Scrapbooking | Computers | Violin | Writing | Riding |
| Flute | Decoupage | Soccer | Arts and Crafts | Photography | Guitar | Swimming |
| Choir | Dance | | | | | |
| Snow-Boarding | Skiing | Gymnastics | Reading | Reading | Tennis | Piano |
| Running | | | | | | |
| Community Service | Artwork | Gym | Museums | Theatre | Cinema | Music |

Other hobbies? (specify)

Do you have any special talents or skills which may be useful when caring for children e.g. first aid, life saving?

General Questions

Questions - Il faut répondre à toutes les questions avec le maximum d'info

Have you had 200 hours experience in childminding?

Please list 3 things you should do when changing nappies

How would you handle a child of any age, becoming very upset at not getting their own way and having a tantrum?

How would you handle a child who refuses to eat?

Can you tell about a time when you have been aware of children in an unsafe environment and what you did about it?

What were the potential risks in this unsafe environment?

If a baby or young child is crying what are the basic needs you would check for to try and determine the problem?

What do you consider the most important qualities of a good childminder?

Suggest a few games that you could play indoors that require no/very little equipment

How does the supervision of children differ when dealing with:

- a baby

- a toddler

- a school child

What do you enjoy the most about childcare?

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 reasons for wanting to be an au pair in Australia.

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.

As a guide, write between 300 and 500 words.

Dear host family,

This application should be submitted with:

Please make sure you have included with your application the next, if something is missing please send it by replying to this email address:

- 1) A copy of your passport or any Identification, copy of first aid certificate if you have or any other certificate
- 2- A copy of your driving license if you drive
- 3) Two written references in English, not from family or friends. References can be completed by the staff at schools, nurseries, creches, hospitals, children's homes or from the parents of children you have looked after are the best kind to have. (complete attached forms)
- 4) A "Dear Family" letter written in English, give details about your family, yourself, work experience and your reason for travel to Australia
- 5) A medical certificate from your doctor stating your health condition . (complete attached forms)
- 6) Some recent photographs of yourself
- 7) A Police clearance certificate.Ask your local police department or other legal authority in your country to provide you with a certificate or other document stating that you do not have a criminal record.