

Preparing your application

Check the brochure to make sure you qualify for:

- All programs – *page 3*
- Au Pair Extraordinaire – *page 6*
- EduCare in America – *page 7*

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 license.
- A criminal record check certificate.
- A copy of your passport.

Before your interview you will 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:

Write a letter to a potential American host family to tell them all about yourself. Write about your family and your relationship with them and where you live. Talk about the children you have looked after and the activities you have enjoyed with them. Don't forget to mention your hobbies and interests. Explain why you would like to be an au pair or companion and what qualities you have to offer.

Give as much detail as you can so that the host family reading your letter will get a good sense of your personality, interests and childcare experience. Start the letter by introducing yourself and you will find that it is easier to write than you first thought!

- Use no less than 600 words and 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 of plain white A4 paper):

The photographs you choose must show you together with the children you have cared for and 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 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 references.

- 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:

Contact the nearest Au Pair in America interviewer to arrange an interview. For details see back cover of the brochure or our website: www.aupairinamerica.com. Bring your completed application to the interview.

Tips to maximize your placement chances:

- Write neatly with black ink!
- Be accurate with your details!
- Be honest about your experience and health!

Please note that we cannot return any of your application documents, including photographs and references at any time. We suggest you photocopy the agreement and application documents for your own reference.

To find your nearest Au Pair in America interviewer,
or to download a copy of this application form, visit our website
www.aupairinamerica.com

NAME OF APPLICANT – AS IT APPEARS IN PASSPORT

Last Name	First Name	Other Initials

Please tick the program you are applying for and check that you qualify as outlined in the brochure. Au Pair Extraordinaire applicants will also need to complete the Au Pair Extraordinaire form.

Au Pair in America
Au Pair Extraordinaire
EduCare in America

PERSONAL DETAILS

Full Postal Address _____

_____ Postcode _____ Country _____

Date of Birth

<i>day</i>	<i>month</i>	<i>year</i>	<i>age</i>		

 City of Birth _____

Country of Birth _____ Country passport issued in _____

Passport No. _____ Expiry date

<i>day</i>	<i>month</i>	<i>year</i>			

Current Occupation _____ Previous occupation if unemployed _____

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

Telephone	_____	_____	Best time to call _____
	<i>local code</i>	<i>number</i>	
Mobile	_____	_____	Best time to call _____
	<i>code</i>	<i>number</i>	
Alternative telephone	_____	_____	Best time to call _____
	<i>local code</i>	<i>number</i>	
Fax	_____	_____	Email _____
	<i>local code</i>	<i>number</i>	
Emergency contact	_____	_____	Does this person speak English? _____
	<i>name</i>	<i>local code</i> <i>number</i>	

AVAILABILITY

Au Pair / Extraordinaire: Earliest available date _____ Latest available date _____

EduCare companions: Summer Winter

Date away (e.g. vacation) if known _____ Notice required at work _____

PREFERRED CITY OF DEPARTURE

Departure City _____

Refer to the Au Pair in America website for details of available departure cities and any possible flight surcharge(s).

EXPERIENCE AND PREFERENCE Please tick all appropriate boxes

	Experience with this age group	Willing to care for the age group
3 months – 1 year	<input type="checkbox"/>	<input type="checkbox"/>
1 – 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"/>

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.

Academic Reference

(Required for EduCare companions)

Membership no

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Office use only

NAME OF APPLICANT – AS IT APPEARS IN PASSPORT

Last Name	First Name	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 wish to 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. vacation) _____

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

Please note: References are checked and falsifying a reference may result in the applicant being withdrawn from the program.

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 involved in any 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 a placement as an au pair or 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