

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



Agreement

Membership no 2005

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Office use only

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 the agreement carefully and sign and date below.

In consideration of you, the American Institute for Foreign Inc., herein after referred to as 'AIFS', accepting me for their Au Pair in America, Au Pair Extraordinaire or EduCare in America program, 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 vaccinations and immunization 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 program.
 - 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 program, 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 program, 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 set out in the brochure and applicants' handbooks.
 - 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 program 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 program 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 affiliated offices if appropriate, and Community Counselors network. I will maintain monthly contact with my Community Counselor. I will co-operate fully with those supervising the program 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 program 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 program 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 program. 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 companion to the best of my ability and indemnify AIFS, its staff, agents and all affiliated organizations from any damages, losses or claims resulting from my participation in the program.
- V. I agree that AIFS may take such actions as it considers necessary regarding my health and safety during my time on the program, 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 program (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 program, if for any reason I do not complete the full 12 month term of the program, or the required educational hours, I shall forfeit the Completion Bonus and will not be entitled to any refund of the Au Pair in America Placement Fee, Program Fee, insurance costs or any other supplementary payments for any ancillary services.
 - b) I understand that as a participant on the EduCare in America program, if for any reason I do not complete the full 12 month term of the program, or the required educational hours, I will not be entitled to any refund of the EduCare in America Placement Fee, Program Fee, insurance costs or any other supplementary payments for any ancillary services.
- VIII. I have read and understand the Au Pair in America brochure and handbooks and agree that its terms are deemed 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 organizations 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 organizations decided in Court before a judge or jury.
- X. I agree to abide by the above conditions should I legally extend my stay on the Au Pair in America, Au Pair Extraordinaire or EduCare in America program beyond the initial 12 month term.

Privacy Consent

I understand that the application to the Au Pair in America program requires me to disclose sensitive and private personal information. I understand that this application will be sent to the American Institute for Foreign Study [AIFS] office located in London and/or Bonn, and then to the American office which is located at 9 West Broad Street, Stamford, CT 06902. AIFS will then provide my application to its network of Community Counselors [who are not employees of AIFS] and to prospective Host Families in an effort to obtain a placement for me in the Au Pair in America program. In the unlikely event of a legal claim, lawsuit or arrest in connection with my participation in the Au Pair in America program, it may be necessary to provide my application to attorneys, insurers, or the United States Department of State [which regulates the program] and, if AIFS receives a valid Court order or subpoena, to whatever entity is determined to have a legal right to obtain this information. The AIFS Privacy Policy provides that my personal information will not be disclosed to any other parties unless I am given notice and an opportunity to object. AIFS takes reasonable precautions to protect personal information from loss, misuse and unauthorized access, disclosure, alteration and destruction. By completing and submitting the application, I am authorizing AIFS to disseminate the information that is contained in my application in the manner and for the purposes set forth above. I understand that I may revoke this consent at any time and I can request access to my personal information by sending a written request to the American Institute for Foreign Study, Inc., Attention: Privacy Officer, 9 West Broad Street, Stamford, CT 06902.

Signature _____ Date _____

Documented Childcare Experience

Membership no 2005

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Last Name

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First Name

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Other Initials

Please tick and detail the areas below that describe **all** the ways in which you have gained your childcare experience. Include experience with members of your own family (paid or voluntary), regardless of the ages of the children, or if it is over 3 years ago.

 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 _____

Areas of experience see above, e.g. babysitting, tutoring	Dates (month, year) From To	Names & ages of children when supervision began (years & months)	Outline experience e.g. active supervision, bathing, playing, other activities	Frequency of care e.g. "2 hours twice a week", "8 hours 1 day a week"	Total number of hours in the area of experience	Please indicate (✓) if reference is provided, giving the name of the referee
EXAMPLE: Babysitting	March '04 Dec '04	Ava - 2 years Paulo - 5 years	Playing games Preparing snacks Reading	3 hours twice a week	216 hours	✓ Maria Rodriguez

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 _____

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Other Initials

Au Pair Extraordinaire is a program 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 program, 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 program – course, college, dates attended, subjects studied and grades. Attach certificates* and at least one reference from a childcare tutor*.

SECTION B

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

* Copies of certificates and additional references are obligatory for the Au Pair Extraordinaire program – 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? _____

What are your future career plans involving children? _____

PLEASE SIGN THE DECLARATION BELOW

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

Signature _____ Date _____

Character Reference

Membership no 2005

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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 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? _____

How would you describe the applicant's personality and character? _____

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 _____

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

Honesty Love of children Responsibility/Maturity Independence

Punctuality Flexibility Communication skills Patience

Would you recommend the applicant for placement as an au pair or companion 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 family _____

Signature _____ **Date** _____

PLEASE RETURN TO THE APPLICANT ONCE COMPLETED

