

ABC AU PAIRS

AU PAIR APPLICATION FORM

DATE

PERSONAL DETAILS

First Name & Surname

ID number

Date of birth

Contact Number/s

Email Address

Residential address

Marital Status

Dependents

Drivers license

Code

Date

Car Make and Model

Father's Name

Contact Numbers

Mother's Name

Contact Numbers

How many siblings do you have and what are their ages?

Have you ever been charged or convicted of a criminal offence? Give Details:

Do you suffer from emotional, personality or nervous problems?

If yes, please describe

Can you swim?

Do you have a disability, if so what?

Do you have any allergies?

Are you on any medication?

REQUIREMENTS & EXPECTATIONS

What times are you available to au pair?

Day	From	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

What date will you be available from?

Estimated Duration?

What areas would you like to work:

Would you prefer: Live-in Live-out

Would you prefer: Permanent Temporary

Would you prefer: Half-day Full-day

What is the maximum number of children you would be able to cope with?

I have experience with children aged (select all that apply)

<input type="checkbox"/> 0-12 months	<input type="checkbox"/> 1-2yrs	<input type="checkbox"/> 3-5yrs	<input type="checkbox"/> 6-8yrs	<input type="checkbox"/> 9-12yrs	<input type="checkbox"/> 12yrs+
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I want to work with children aged (select all that apply)

<input type="checkbox"/> 0-12 months	<input type="checkbox"/> 1-2yrs	<input type="checkbox"/> 3-5yrs	<input type="checkbox"/> 6-8yrs	<input type="checkbox"/> 9-12yrs	<input type="checkbox"/> 12yrs+
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Do you have any preference as to sex and ethnicity of the children? Please state:

Why do you like these ages? Please be specific:

Do you have any experience caring for mentally / physically handicapped children? If yes, please provide the details:

Do you have experience working with children with ADD/ ADHD, learning or behavioural problems?

Which of the positions below would you like to apply for:

<input type="checkbox"/> Au Pair work	<input type="checkbox"/> Tutoring	<input type="checkbox"/> Baby sitting	<input type="checkbox"/> Lifting
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CHILDCARE REFERENCES (this may include informal babysitting for family/friends, assisting as a Sunday School teacher etc)

1. Family/Institute:

Duration:

Contact Person:

Contact Number:

Job description (Please provide full details of ages of children and what your duties were):

Salary:

Reason for leaving:

2. Family/Institute:

Duration:

Contact Person:

Contact Number:

Job description (Please provide full details of ages of children and what your duties were):

Salary:

Reason for leaving:

Duration:

Contact Number:

Responsibility:

3. Family/Institute:

Duration:

Contact Person:

Contact Number:

Job description (Please provide full details of ages of children and what your duties were):

Salary:

Reason for leaving:

Duration:

Contact Number:

Responsibility:

DRIVING ABILITY

Do you have a valid drivers licence?

Do you have any endorsements on your licence?

How often do you drive?

What car do you drive?

Is your motor vehicle roadworthy?

Is your motor vehicle insured?

SMOKING

Do you smoke cigarettes? If yes, how many a day?

NON SMOKING DECLARATION:

The vast majority of 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 their children, then tick YES below. You will be expected to abide by your decision, so consider it carefully.

EDUCATION

Highest Grade passed & Year Completed?

When did you matriculate and at which school?

Subjects Completed and Symbols Obtained:

- | | |
|----|----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |

Are you currently studying, if so please name course/qualification and year:

Please list all diploma's & degrees as well as year completed:

What Au Pair Related Qualifications do you have?

AU PAIR REMUNERATION

Remuneration depends on your experience as well as hours worked per week. As your agency, ABC Au Pairs will negotiate the best rate with the family, either as an hourly rate or a fixed monthly rate. The family will pay this directly to you. As an Au Pair you can expect a rate between R35 and R80 per hour depending on your experience and qualifications. These rates do not include travel. Travel could be reimbursed according to AA rates. Usually the family would decide to include or exclude a travel allowance. If an employee should have a temporary placement, he/she will be required to include times travelled on their time sheets to be reimbursed.

Where did you hear about ABC Au Pairs?

ADDITIONAL DOCUMENTATION

Kindly ensure that you submit the following to ABC Au Pairs:

- A copy of your CV
- Copies of your childcare related references (if applicable)
- Copy of your ID and driver's license (Required for every position!)
- Copy of academic record (if applicable)
- Copies of any childcare, first aid, degree or diploma certificates (if applicable)
- Complete the Profile document
- Two child care recommendation letters – references must contain contact names and telephone numbers (if applicable)
- The signed application form
- Indemnity Form – this is a form giving ABC Au Pairs permission to do Criminal Record, Drivers license and ID Validation checks. (You will receive a copy of this form during the interview)

DECLARATION

I, _____ declare that
the information supplied is true and correct.

I understand that it is my responsibility to inform ABC Au Pairs of any employment, both temporary and permanent, offered to me by persons (and their agents) to whom I have been introduced by the agency.

ABC Au Pairs will not accept any liability for your conduct prior, during or after the period of employment with the host family. As soon as you are employed by a host family, the relationship is between the host family and yourself and ABC Au Pairs is excluded there from.

Name of applicant _____

Date and place signed _____ ,

Agreement between ABC Au Pairs and Prospective Au Pair

MEMORANDUM OF AGREEMENT

entered into between:

ABC Au Pairs

(hereinafter called "the agency")

And

The prospective au pair which will care for and look after a chosen Family's respective children (hereinafter called "the au pair")

Definitions:

"the parties" shall mean the agency and the au pair, collectively;

"the Family" shall mean a family chosen by the agency which will require the services of a prospective au pair, and once the au pair is placed at such family, the family will employ the au pair, should the au pair be an acceptable candidate for the family.

- All words, terms and phrases used in this agreement importing any one gender shall be deemed to include both the other two genders. All references in this agreement in the singular shall include the plural, and vice versa.

- In the event of any clause in this agreement or any part of any such clause being found to be invalid for any reason whatsoever, such clause or part thereof, shall be severable from the remainder of this agreement and shall not affect the validity of the remainder of this agreement.

Recordal:

It is hereby recorded that the agency wishes to enter into an agreement with the au pair, in that the agency will act as an agent to the au pair and will endeavor to find the au pair a suitable Family, which will employ the au pair and where the au pair will be placed at, and to which family the au pair will tender her services and duties to. The au pair's duties will include (but are not limited to) caring for the Family's children and looking after the needs of such children.

The above parties hereby agree to the terms and conditions as set out hereunder, in this agreement:

- The au pair will carry out her childcare responsibilities for the benefit of the respective Family, which chooses to make use of her services, to the best of her ability. She will be punctual and be dedicated.
- She agrees to abide by the regulations and rules as set by the respective Family.
- She agrees that if she is found to be in the possession and/or under the influence of any unlawful narcotics or under the influence and/or abuse of any alcohol whatsoever, during the course of rendering her services and or performing her responsibilities, she will be subjected to a summary dismissal, - with immediate effect- and criminal charges may be brought against the au pair.
- As listed in the preceding application form, attached hereto, the au pair certifies and agrees that all the information set out therein, is true, correct and accurate, and furthermore the au pair hereby states that she has never in the past been convicted of any criminal offence, whatsoever.
- The au pair, furthermore, indemnifies the agency and its respective staff against, any loss, harm or damages that that she may suffer as a result of her tendering her services, within or with regards to the respective Family, and/or to the respective au pair program. In terms of this clause e), the agency cannot now nor ever be held liable by the au pair.
- The au pair agrees to congenially participate in the respective Family's activities, the cultural traditions, meals and social events of the family, and she will carry out her duties and responsibilities to the best of her abilities.
- The au pair will not allow any of her friends or relatives, at any time, into the Family's home, without prior arrangement and/or agreement, being reached, to do so, between the family and the au pair.
- While caring for the children the au pair agrees to behave in a good and proper manner, and to conduct herself in a manner that is acceptable to the Family, and in so doing taking into account the Family's respective values and morals.
- The au pair will NEVER physically and or psychologically, hurt, abuse or harm the Family's children in any way whatsoever.
Should this occur, there will be immediate criminal charges brought against the au pair, together with any corresponding action for damages.
- The au pair will not smoke in the Family's home; nor will she smoke near to and/or in the presence of the Family's children.
- The au pair undertakes to NEVER pick up and/or provide transport to, any hitchhikers, while driving the Family's children from one destination to another.
- The au pair understands that the agency has the sole discretion upon whether to accept her application or to reject it.
- The au pair agrees that the agency and its respective staff will act on her behalf, in appointing her and/or placing her, and that none of them (the agency and its respective staff) will be nor can be held liable (in any manner whatsoever) by the au pair in respect

of any loss, personal injury, damages, delays or expenses which may be suffered and/or incurred by the au pair as a result of any act or omission made by any member of the respective Family. Furthermore, the agency will not be held liable in any manner whatsoever, should the au pair suffer any loss, harm, personal injury or damages, in providing her services and duties for/to the benefit of the Family; and the same will be applicable if the au pair uses any other facility or service, arranged on the au pair's behalf, by the family and/or the agency.

- The au pair agrees to reimburse the Family for any harm, loss or damages caused to their household, property, motor vehicle and/or the Family's assets, as a result of the au pair's negligent and/or intentional actions. The au pair will be liable for the aforementioned damages and/or losses, should they occur, and furthermore she will be liable for any personal telephone calls made from the family's respective premises.
- Should the family not pay the placement fees due to ABC Au Pairs for the placement of the au pair, the au pair agrees to leave the respective family effective immediately and allow ABC Au Pairs to find them alternate employment. However should the Au Pair wish to continue in the employ of the family guilty of not paying the placement fees the Au Pair will be required to pay an equal amount to that of the original placement fees to ABC Au Pairs.

I have read and agree to the terms and conditions.

Please download the file to your desktop, complete and email back to us info@abcaupairs.co.za.