

# Au Pair Application

## Application checklist:

- Completed application form (this form).
- Your criminal record transcript.
- Two non-family related child care references <sup>i)</sup>
- One non-family related personal reference.
- Medical record verification form.
- Copies of your latest school diplomas <sup>ii)</sup>
- Copy of your driver's license.
- Copy of your passport (the one page with personal info only).
- Dear host family letter (1-2 pages).
- Photo collage (maximum 2 pages, preferably digital).
- One passport photo (approx. 5cm by 5cm).

**NOTE: Please note that we can not return any of your application documents, including photographs or references at any time. Therefore, please keep a copy.**

## Tips for filling out the application:

- Type or write neatly with black ink.
- Smile in the passport photo!
- Do not staple pages together.
- Do not cut pages.
- If possible, create the photo collage as a digital document (.doc, .pdf, .jpg) with typed photo captions.
- Focus on your child care experience in the application, photo collage and essay.
- Include skills and hobbies that might help you in your application (play piano, good swimmer, sports, etc.).
- Write your name at the top of all pages and attachments.
- Understand what you are signing.

**Criminal record:** Contact your local police office to order a transcript/printout/certificate of your criminal record.

**Medical record form:** Contact your physician to have the medical form filled out.

**Photo collage (1- 2 pages):** The photos you choose should show you together with the children you have cared for, your family and/or friends. Arrange 4 to 6 photographs

- i. *All au pairs must submit child care references documenting a minimum of 200 hours of child care experience. Au Pair Professionnel applicants must in addition supply a copy of the appropriate child care qualifications or a reference confirming their professional child care experience.*
- ii. *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. Please bring originals for verification to your interview.*

over the 1-2 white pages. Next to each photo, explain who is in the picture and what you are doing. Write your name at the top of each page.

**References:** Collect a *minimum* of three (3) non-family related references (2 child care and 1 personal). References should be completed using the API reference forms. We encourage you to submit as many child care and character references as possible.

- Immediate family members may only provide additional references (in addition to the three minimum required).
- All references must be translated into English with the original attached.

**Dear host family letter:** Your letter will help prospective host families get a better understanding of who you are. Provide examples of qualities and skills you have. Provide as much detail as you can to give a sense of your child care experience, activities you do with children and why you like caring for children. Your letter should be 1-2 pages long. Typed letters are preferable. Write your name at the top of each page. Make sure that you leave a 2 cm margin on all sides.

**Next:** Contact us for an interviewer near you. Schedule the interview and bring your completed application to the interview.

Please include any additional comments that you feel should be considered (e.g. name and contact information if you already have a host family in the US, etc.) \_\_\_\_\_

\_\_\_\_\_

# Au Pair Application

Please place a recent, smiling(!) passport photo here



## PROGRAM

(Please mark all programs that you would consider, if you qualify):

- Au Pair (Min. 200 hours of documented child care experience)  
 Infant Qualified Au Pair (Min. 200 hours of documented infant (0-2 years old) child care experience)  
 Au Pair Professionnel (Professional child care education or min. 2 years full-time child care experience)

Do you have a driver's license?  Yes  No (see page 4 for more details)

## PERSONAL INFORMATION (as it appears in your passport) (PLEASE PRINT)

Name \_\_\_\_\_  
First Middle Family Nickname (if any)

Full postal address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Country \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ City and country of birth \_\_\_\_\_  
Day Month Year

Passport no. \_\_\_\_\_ Expiration date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day Month Year

Nationality \_\_\_\_\_ Passport issued in \_\_\_\_\_

Driver's license no. \_\_\_\_\_ Personal identification no. (if applicable) \_\_\_\_\_

I am a:  Female  Male Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye color \_\_\_\_\_ Hair color \_\_\_\_\_

Have you ever applied for a visa to the USA?  Yes  No What was the outcome?  Denied  Approved

Have you been an au pair in the USA before?  Yes  No Have you visited the USA before?  Yes  No

## AVAILABILITY

Earliest departure date \_\_\_\_/\_\_\_\_/\_\_\_\_ Latest departure date \_\_\_\_/\_\_\_\_/\_\_\_\_ Notice required at work \_\_\_\_\_  
Day Month Year Day Month Year

Preferred departure airport(s) \_\_\_\_\_ Your nearest US Embassy (city) \_\_\_\_\_

If given the opportunity, would you consider extending your stay in the US\*:  Yes  No  Maybe  I don't know

If yes, for how long (months):  6  9  12  I don't know (\*Visa extensions available for 6, 9, or 12 additional months)

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

Telephone \_\_\_\_\_ Best time to call \_\_\_\_\_

Alternate phone \_\_\_\_\_ Best time to call \_\_\_\_\_

Mobile phone \_\_\_\_\_ Best time to call \_\_\_\_\_

E-mail \_\_\_\_\_ How often do you check your e-mail \_\_\_\_\_

## EMERGENCY CONTACT

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_ E-mail \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Mobile phone \_\_\_\_\_

Does this person speak English?  Yes  No If no, what language spoken \_\_\_\_\_

Other instructions \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Country: \_\_\_\_\_

### CHILDCARE EXPERIENCE

Please estimate your total hours of child care experience (required) (including family related child care experience):

Hours of experience caring for: Children 0 – 2 years of age \_\_\_\_\_(hours) Children older than 2 years \_\_\_\_\_(hours)

Please describe all the ways in which you have gained your child care experience:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Nanny                | <input type="checkbox"/> Day care center for children      | <input type="checkbox"/> Support school teacher           |
| <input type="checkbox"/> Au pair*             | <input type="checkbox"/> Caring for younger family members | <input type="checkbox"/> Coaching children's sports       |
| <input type="checkbox"/> Babysitting, evening | <input type="checkbox"/> Youth or church group/club        | <input type="checkbox"/> Teaching after school activities |
| <input type="checkbox"/> Babysitting, daytime | <input type="checkbox"/> Summer activity camp              | <input type="checkbox"/> Music teacher                    |
| <input type="checkbox"/> Tutoring children    | <input type="checkbox"/> School teacher, full time         | <input type="checkbox"/> Other*                           |

\*Please describe \_\_\_\_\_

I have experience in these areas caring for children 0 – 2 years of age:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Preparing baby formula (milk)    | <input type="checkbox"/> Putting a baby to bed | <input type="checkbox"/> Changing a diaper   |
| <input type="checkbox"/> Feeding a baby with a bottle     | <input type="checkbox"/> Burping a baby        | <input type="checkbox"/> Caring for a colicky baby                                     |
| <input type="checkbox"/> Feeding a baby with a spoon/fork | <input type="checkbox"/> Preparing baby food   | <input type="checkbox"/> Playing with and involving baby in age appropriate activities |
| <input type="checkbox"/> Bathing a baby                   | <input type="checkbox"/> Dealing with tantrums |  |

I have experience in these areas caring for children older than 2 years of age:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Giving baths and/or putting to bed | <input type="checkbox"/> Involving kids in play and activities | <input type="checkbox"/> Playing outdoors      |
| <input type="checkbox"/> Assisting with homework            | <input type="checkbox"/> Doing arts and crafts projects        | <input type="checkbox"/> Potty training        |
| <input type="checkbox"/> Teaching or tutoring               | <input type="checkbox"/> Playing indoors                       | <input type="checkbox"/> Dealing with tantrums |

Child care experience summary (please all that apply):

- |   | Experience with:         | Willing to care for:     |   |
|---|--------------------------|--------------------------|---|
| Newborn - 2 year                              | <input type="checkbox"/> | <input type="checkbox"/> | <i>Note: Your chances of being placed with a family will greatly improve if you are willing to care for two or more children and if you are willing to care for children younger than two years of age.</i> |
| 2 - 6 years                                   | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 6 + years                                     | <input type="checkbox"/> | <input type="checkbox"/> |   |
| 2 or more children at the same time           | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Children with mental disabilities*            | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Children with physical disabilities*          | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Children with minor or learning disabilities* | <input type="checkbox"/> | <input type="checkbox"/> |   |

\* If yes, please describe your experience in caring for children with disabilities \_\_\_\_\_

Will you continue working with children until departure?  Yes  No

If yes, please explain? \_\_\_\_\_

Describe talents/skills you have that are useful when caring for children \_\_\_\_\_

Please list any leader/instructor/tutor role you have had \_\_\_\_\_

Please describe your experience with household duties \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Country: \_\_\_\_\_

**Describe *examples* of your experience caring for children.** Please continue on or write entire description on separate paper  
If your experience is from working in a day care center or school, please list age and number of children. Examples may include experience caring for family members (however, your references must be non-family related).

**Child care experience #1**

Type of child care \_\_\_\_\_ Total hours \_\_\_\_\_ Hours per time \_\_\_\_\_

Number and ages of children \_\_\_\_\_ Reference provided  Yes  No

Describe activities/responsibilities \_\_\_\_\_

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**Child care experience #2**

Type of child care \_\_\_\_\_ Total hours \_\_\_\_\_ Hours per time \_\_\_\_\_

Number and ages of children \_\_\_\_\_ Reference provided  Yes  No

Describe activities/responsibilities \_\_\_\_\_

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**Child care experience #3**

Type of child care \_\_\_\_\_ Total hours \_\_\_\_\_ Hours per time \_\_\_\_\_

Number and ages of children \_\_\_\_\_ Reference provided  Yes  No

Describe activities/responsibilities \_\_\_\_\_

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**DRIVING EXPERIENCE**

How long have you had a full driver's license (including practical and theory test)? \_\_\_\_\_  Don't have one

Do you own your own car:  Yes  No If yes, for how long? \_\_\_\_\_

Rate your driving skills:  Excellent  Good  Fair  Poor  I can't drive

How often do you drive per week:  Everyday  3-5 days  1-2 days  Less than once per week

What kinds of roads do you usually drive on?  Highway  City  Country

Have you ever had a car accident?  Yes  No (If yes, please explain on separate paper)

Have you ever had a speeding ticket?  Yes  No

Do you feel comfortable driving on roads with snow?  Yes  No  I don't know

Are you willing to drive in the US as an au pair?  Yes  No

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Country: \_\_\_\_\_

**EDUCATION AND WORK EXPERIENCE**

What is your current occupation?  Student  Recent graduate  Employed as \_\_\_\_\_

Please describe the type of education you have beyond secondary school \_\_\_\_\_

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What grades/scores did you achieve?

At secondary school:  Top  Good  Medium  Average  Low  Not applicable

At post-secondary school:  Top  Good  Medium  Average  Low  Not applicable

Give a brief summary of jobs you have held, duration and duties (including part time and summer vacation jobs)

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

What do you plan to do after the au pair program? \_\_\_\_\_

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**SKILLS, INTERESTES, HOBBIES**

English proficiency:  Excellent  Good  Fair  Poor Years of studying \_\_\_\_\_

Your native language \_\_\_\_\_ Other languages spoken \_\_\_\_\_

Do you have formal safety training or certificates (e.g. First Aid, water safety) \_\_\_\_\_

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Describe your swimming skills:  Excellent  Good  Fair  Poor  I can't swim

Describe any skills/participation in the following areas (including past and current hobbies and interests):

Sports, Outdoor (swimming, soccer, skiing, jogging, hiking, sailing, camping, girl scouts, etc.)

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Arts, Crafts and Creative (cooking, photography, writing, design, handicrafts, gardening, etc.)

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Music (instruments you play, singing, reading music, etc.)

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Other (computers, travel, etc.)

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Name: \_\_\_\_\_ Age: \_\_\_\_\_ Country: \_\_\_\_\_

### FAMILY BACKGROUND

Describe where you grew up and pets you have/had (select all that apply):

- |                                       |                                     |                               |                                       |
|---------------------------------------|-------------------------------------|-------------------------------|---------------------------------------|
| <input type="checkbox"/> Urban        | <input type="checkbox"/> Large city | <input type="checkbox"/> Farm | <input type="checkbox"/> Farm animals |
| <input type="checkbox"/> Suburban     | <input type="checkbox"/> Small city | <input type="checkbox"/> Dog  | <input type="checkbox"/> Other pets   |
| <input type="checkbox"/> Town/village | <input type="checkbox"/> Rural area | <input type="checkbox"/> Cat  |                                       |

Currently living:  With my parents  I have lived away from home for (time): \_\_\_\_\_

Do you attend church/temple?  Yes  No If yes:  Weekly  Special occasions Religion \_\_\_\_\_

Number of siblings \_\_\_\_\_ Ages and names of siblings \_\_\_\_\_

\_\_\_\_\_

### GENERAL

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

\_\_\_\_\_

Have you traveled outside your home country for 2 months or more? \_\_\_\_\_

Please describe a typical evening during the week \_\_\_\_\_

\_\_\_\_\_

Please describe a typical weekend evening \_\_\_\_\_

\_\_\_\_\_

Why do you want to participate in the au pair program? \_\_\_\_\_

\_\_\_\_\_

Have you been convicted of or charged with a criminal offence?  Yes  No

Have you been a victim of physical, sexual or emotional abuse?  Yes  No

Do you have chronic/recurring health problems (e.g. asthma, diabetes)?  Yes  No

Do you take any medication?  Yes  No

Have you received treatment for an emotional problem (e.g. anorexia, depression)?  Yes  No

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

Do you have food allergies?  Yes  No

Do you follow a special diet?  Yes  No

If yes on any, please give details \_\_\_\_\_

\_\_\_\_\_

Do you have any condition that could affect your performance as an au pair:  Yes  No

If yes, please specify \_\_\_\_\_

Do you smoke?  Yes  No If yes, cigarettes per day \_\_\_\_\_ Are you willing to quit smoking?  Yes  No

*If you are a smoker, you must agree to obey the household rules of your host family. These rules might include not smoking in or around the house or when responsible for the children. A failure to follow the rules set regarding smoking may result in your dismissal from the program. Do you agree to follow the host family's rules for smoking?  Yes  No*

**ADDITIONAL INFORMATION REQUIRED for Au Pair Professionnel**

(If you are applying for “regular au pair”, you do ***not*** need to fill in this page)

**Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

***Au Pair Professionnel*** applicants must have at least 2 years of full time child care experience (as a nanny, child care provider or nursery school teacher) or be a certified child care provider or hold a kindergarten or elementary school teaching degree. Copies of certificates/diplomas and additional references must be provided for the Au Pair Professionnel program. Please bring originals as well as photocopies for verification to your interview.

**CHILD CARE EDUCATION**

Describe education and training which qualifies you for the Au Pair Professionnel program, including courses, university and/or other continuing education certificates/degrees.

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**FULL TIME CHILD CARE EXPERIENCE**

Describe all full time child care positions and responsibilities held and length of employment at each position. Attach reference letter from each employer.

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

How will being an Au Pair Professionnel help you achieve these goals?

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