

## HHS Au Pair Check List

### Complete Application:

1. Au Pair Application
2. Personal Letter ( Dear Host Family Letter)
3. Photo Collage
4. Passport size picture
5. Childcare reference from one non-family member
6. Character reference from one non-family member
7. Physician's Report Form
8. Interview report
9. HHS –AP Agreement
10. Clear criminal record certification
11. A copy of passport information page
12. Education certificate
13. First Aid/ childcare certificates
14. Declaration of English Translation (if applies)
15. Video (self introduction, not a must, but highly recommended)

### Guidelines for complete application:

- Au Pair Application: 5 pages. Ensure that each question has been filled in completely, giving as much information as possible. If you don't understand a question, contact your agency and they will help you, but don't leave anything blank! Do not forget your signature on page 5.

- Personal Letter: You can follow the guidelines below and answer the questions:

Dear host family,

Paragraph 1:

\*Tell the host family your name and your age, your current situation (Are you working or are you still a student?) Why would you like to be an au pair in China? Do you have any relatives or friends in China?

\*Where were you born and where did you grow up? Where do you live and what does it look like?

\*Tell the host family your family background. What do your parents do? How many brothers and sisters do you have? What are your family values? Are you religious? Are you living with your parents now?

Paragraph 2:

\*Briefly outline your personal history, your living, education, and work experiences.

\*Outline your interests and hobbies. What do you usually do in your spare time? What's your favorite sport and how often do you do it? What subjects were you good at in school? Do you have any special skills or talents? For example can you play the piano and can you tutor the kids in the host family how to play it?

\*Do you have any work experience or even part-time jobs? Have you ever done any volunteer work?

\*Have you ever lived away from your home and in another country? For how long, where did you go and why?

Paragraph 3:

\*Tell the host family about all your experience with children, for example babysitting, tutoring etc. What did you do with the children? Have you ever prepared meals for them? What did you play with them? Have you ever taken them to places? What were your main responsibilities when you were caring for the children?

\*Do you have experience of tutoring English as a foreign or second language? Do you know how to tutor English to children?

\*Do you have first aid certificate?

Paragraph 4:

\*Outline your expectations of your time in China. How well can you speak Chinese? What do you plan to do when you finish the au pair program?

\*Outline what you can contribute to a family, for example, what can you contribute with your language and culture? What can you tutor the children (an instrument, a sport, a skill)?

\*Briefly outline what the benefits would be if the family picked you.

Best regards,

Your name

- Photos:

\*You will need to send one passport sized photo and a photo collage with your face clearly visible. Please use good quality photos. The pictures should show you with your family, friends and children. In fact, anything that tells the host family about how you live your life, ---what you like to do in your free time, what sports you are interested in, what environment you live in, etc, should be included in the pictures. Do not include photos of you in pubs or nightclubs, you and your friends with alcohol or smoking, people- especially you- in inappropriate clothing (tops with a deep neckline, very short and tight skirts, bikinis, etc.)

\*Use your imagination to make your collage artistic, and please include a small explanation for each photo.

- References:

\*The applicant should turn in a character reference form and a childcare reference form from non-family members. The forms need to be filled in and signed. You must have at least two very good non-family related references (References from sisters, brothers, aunts, uncles, grand parents, cousins, or those-in-laws should be attached as additional information but not as the first two references.

\*The first two required non-family related references must be from different adults who know you

well and who are not part of your family. The more qualified your referees are to comment on your personality and childcare experience the better.

\*The references must answer ALL questions! Ask these people to answer the questions as fully as possible. If they think you are the best, they should say so! If your reference giver doesn't know English well, have her/him fill in the form in her/his native language and then you can translate them into English in another sheet.

\*All of your references will be called by your local agency to verify the information given. It is also possible that a prospective host family will call one of your references for additional questions.

- The applicant should take the Physician's Report Form issued by the HHS center to a licensed physician and have it signed by him/her, following a checkup.
- Interview Report: Your agency will conduct an in-person English interview with you before accepting your China Au Pair Program application.
- HHS – AP Agreement: 6 pages. On page 1, you need to print your full name in the first line. Do not forget to initial each page and sign page 6.
- Clear criminal record certification: To participate in the program, a copy of your criminal background check record needs to be turned in stating that you have never been convicted of a crime. It's not a form that HHS provides. You can ask your agency for information about how to get this certificate, because HHS Center needs this document in order to arrange official documents..
- A copy of your valid passport information page (with your personal information on it). (Remember your passport needs to be valid for the whole time you intend to be in China and for at least 6 months after your return - check your passport expiry date and renew it if needed).
- A certificate of current school enrollment form or a graduation certificate, which indicates your most current education background. If you've just graduated from high school and are taking a

gap year, you can just send us a copy of your high school certificate; if you are enrolled in a college, you could send us a certificate issued from your college or department that proves your current school level, and if you have already graduated and are currently working, you could send us a copy of your graduate certificate.

- Video self introduction: It will help you find a host family if you are able to submit a personal video clip, introducing who you are, where you are from, your family and some of your interests. It can really help the host families see what a good au pair you can be. The host families are very interested in receiving your video and have a high possibility of selecting you as their au pair after seeing your good attitude, nice personality, eagerness to come and hearing your good English in your video.

Some tips you should know while you are recording:

1. Smile. It works anywhere in the world to show people you are friendly and well disposed to meeting them.
2. Eyes. While you are filming yourself, make sure that your eyes are focused on the camera, not wandering around, or looking up and down all the time as it can make you look a little suspicious. Do not use too much make-up.
3. English speaking. Host families are generally looking for fluent English speakers. If your first language is not English, make sure that during the Introduction your English is clear and comprehensible.
4. Chinese. Although not essential to being an au pair, if you can show the family your willingness to learn Chinese language, they will be much more inclined to invite you into their home. Here are some of the most basic phrases that you might use:

Hello—Ni hao

I am called...- wo jiao...

How are you?- Ni hao ma?

I love China- Wo ai zhong guo

Maybe you could look up some more phrases, what is the name of your country in Chinese (mandarin), how old are you? What activities do you enjoy? etc.

5. Format. The video should be in flv format, less than 2 minutes, and a size of 640\*480

All application forms need to be neatly typed out and scanned clearly. If references are handwritten they should be typed out on a separate page. All documents need to be in English. If translations are necessary the original documents and translations should be submitted along with the translation declaration.

## HHS Au Pair Application 2011

Please type your answers neatly.

Personal information	
Name :	First:
	Middle:
	Last:
Date of birth:	Day:                      Month:                      Year:
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality:	
Religion:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what's your religion? _____ How often do you attend religious services? _____
Email address:	
Skype ID:	
The best time to contact you:	
Home phone/landline: (national code +area code +number)	
Mobile phone: (national code +area code +number)	
Contact address:	Street:
	City:
	State:
	Postal code:
	Country:
Emergency contact information:	Name:
	Relation:
	Phone:
	Does this person speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No
Earliest arrival date:	Day:                      Month:                      Year:
Last arrival date:	Day:                      Month:                      Year:
Native language:	
Chinese level:	<input type="checkbox"/> Never learned <input type="checkbox"/> 0-300 vocabularies <input type="checkbox"/> >=300 vocabularies <input type="checkbox"/> More than 800 vocabularies <input type="checkbox"/> More than 2500 vocabularies <input type="checkbox"/> More than 3500 vocabularies

Other languages:	Languages	level
		<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
		<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
		<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
<b>Health information</b>		
Do you have any pre-existing medical or disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain:		
Do you have any allergies?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain:		
Do you have any physical or medical restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain:		
Do you take medications or drugs regularly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain:		
Have you ever needed treatment, counseling or hospitalization for a psychological or psychiatric condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain:		
Are you currently recovering from an injury or chronic diseases (HIV positive, Hepatitis etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please give more details:		
Have you ever suffered from or sought treatment for depression, alcoholism, drug addiction or an eating disorder?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe:		
Please describe yourself:	<input type="checkbox"/> Non-smoker <input type="checkbox"/> Smoker <input type="checkbox"/> Occasional/social smoker If social smoker, how often? _____	
If you do smoke, can you agree not to smoke in your host family's home and whenever responsible for and with the children?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony or misdemeanor not including traffic violations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain:		
Do you have any dietary restrictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain:		
Have you ever been away from home for longer than 2 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If yes, please indicate when, where, why and for how long?					
Are you planning a holiday/vacation before you leave?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please indicate when and where we can reach you while you are away:					
<b>Family Information</b>					
<b>Parents</b>					
	Name	Occupation	Phone Number	Mailing Address	
Father					
Mother					
<b>Siblings</b>					
Name		Relation		Year of Birth	
<b>Education &amp; Employment History</b>					
<b>Educational Background</b>	Please specify your educational information below (from the highest level)				
	University/College/School name	Dates from	Dates until	Major	Degree
<b>Employment history</b> (Other than work caring for children, have you had any other job/employment?)	1. Job Title		Employer		
	Dates from		Dates until		
	Responsibilities:				
	2. Job Title		Employer		
	Dates from		Dates until		
	Responsibilities:				
	3. Job Title		Employer		
	Dates from		Dates until		
	Responsibilities:				

<b>Hobbies &amp; Interests</b>	
Hobbies and Interests	<input type="checkbox"/> Swimming <input type="checkbox"/> Golf <input type="checkbox"/> Singing <input type="checkbox"/> Arts and crafts <input type="checkbox"/> Tennis <input type="checkbox"/> Running <input type="checkbox"/> Dancing <input type="checkbox"/> Violin <input type="checkbox"/> Soccer <input type="checkbox"/> Biking <input type="checkbox"/> Reading <input type="checkbox"/> Guitar <input type="checkbox"/> Basketball <input type="checkbox"/> Skiing <input type="checkbox"/> Writing <input type="checkbox"/> Piano/keyboard <input type="checkbox"/> Volleyball <input type="checkbox"/> Gymnastics <input type="checkbox"/> Cooking <input type="checkbox"/> Photography <input type="checkbox"/> Table tennis <input type="checkbox"/> Badminton <input type="checkbox"/> Computers <input type="checkbox"/> Voluntary work <input type="checkbox"/> Horse riding <input type="checkbox"/> Choir <input type="checkbox"/> Artwork
Do you have any other hobbies not listed above?	
Certificates/Skills	<input type="checkbox"/> Childcare/Babysitting <input type="checkbox"/> Coaching (e.g. sports) <input type="checkbox"/> First Aid <input type="checkbox"/> Life Saving Certificate
Do you have any other talents/skills not listed above?	
Please describe your experience with household duties (cooking, cleaning, etc.):	
Do you mind living with a host family that followed a special diet (e.g. vegetarian, kosher, etc.) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you mind living with pets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list what pets you cannot live with and the reason:	
<b>Childcare</b>	
Please describe your views on raising children:	
Why should a family choose you as their au pair?	
<b>Childcare experience</b>	
Please describe in detail, all of your childcare experiences and what your responsibilities were with the children. Start with your most significant experience. If you worked in a group setting (such as daycare center, playgroups etc.), please indicate the number of children in the group and the age range. You do not need to list the children separately.	
<b>Type of childcare :</b>	
*Babysitting your little brothers/sisters (sibling care)	*Volunteering at a childcare center or kindergarten
*Babysitting other relatives	*Babysitting for neighbors
*Coaching sports for kids	*Daycare    *Youth Group
*Nanny    *Au Pair	*Tutoring    *Volunteer

<b>Childcare experience 1</b>		
Type of childcare	Ages and gender of children	Hours of childcare
<b>Childcare experience 2</b>		
Type of childcare	Ages and gender of children	Hours of childcare
<b>Childcare experience 3</b>		
Type of childcare	Ages and gender of children	Hours of childcare

I agree that all of the information submitted is complete and accurate. I understand that submitting false or misleading information on any HHS Au Pair form will result in my immediate removal from the HHS China Au Pair Program at my expense. I agree to abide by all HHS requirements.

Au Pair Signature for Application		Date	
Office Verified for Application		Date	





### Childcare Reference

To the reference: \_\_\_\_\_ (Au Pair name) is applying to HHS Center to be an Au Pair in China. Please answer the following as honestly and completely as possible. The answers will be used to assist us in placing the applicant with a family. If you do not feel comfortable writing in English, please fill out the reference in your native language. You will be contacted by the local office to confirm this reference.

1. How did you get to know the applicant (employer, neighbor, teacher etc.)? \_\_\_\_\_
2. For how long have you known the applicant? \_\_\_\_\_
3. Please write down the sex and age of the children the applicant cared for (If in a group setting, please write the number of children and the age range)

Approximate Dates of Care (From dd/mm/yy to dd/mm/yy)	Age/Sex(M/F) of Children when started	Type of Childcare Experience (Babysitting/Daycare/Youth Group/Au Pair/Tutoring/Other)

4. What kind of activities does the applicant usually do with your children?  
\_\_\_\_\_  
\_\_\_\_\_

5. Would you recommend this applicant as an Au Pair in China? Why?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Please feel free to add any additional comment  
\_\_\_\_\_  
\_\_\_\_\_

Print Reference name:

Telephone (including country code):

Email address:

Mailing address:

Do you speak English? Y N

May host families contact you? Y N

Best time to reach you:

Reference signature:

Date:

**For office use only**

My signature confirms that I have spoken with the reference listed above, verified this information including the accuracy of the translation, if any.

Name (print and sign) \_\_\_\_\_ Date \_\_\_\_\_

### Character Reference

To the reference: \_\_\_\_\_ (Au Pair name) is applying to HHS Center to be an Au Pair in China. Please answer the following as honestly and completely as possible. The answers will be used to assist us in placing the applicant with a family. If you don't feel comfortable writing in English, please fill out the reference in your native language. You will be contacted by the local office to confirm this reference.

1. How did you get to know the applicant (employer, neighbor, teacher etc.) \_\_\_\_\_
2. For how long have you known the applicant? \_\_\_\_\_
3. Please describe the applicant's personality:  
\_\_\_\_\_  
\_\_\_\_\_

Please list the applicant's strength and weakness:  
\_\_\_\_\_  
\_\_\_\_\_

4. Please rate the applicant's ability in the following areas:

Communication skills	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
Reliability	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
Maturity	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
Friendliness	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
Manners	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
Attitude	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
Ability to handle stress	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
Ability to handle emergencies	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
Ability to work well with others	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
Ability to relate to children	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor

5. Please feel free to add any additional comment:  
\_\_\_\_\_  
\_\_\_\_\_

Print Reference name:

Telephone (including country code):

Email address:

Mailing address:

Do you speak English? Y N    May host families contact you? Y N    Best time to reach you:

Reference signature:

Date:

#### For office use only

My signature confirms that I have spoken with the reference listed above, verified this information including the accuracy of the translation, if any.

Name (print and sign) \_\_\_\_\_ Date \_\_\_\_\_

### Physician's Report Form

#### Part A (to be completed by the Applicant)

First Name (姓)	Family Name (名)
Nationality: (国籍)	Date of Birth: (出生日期)
Home Address: (家庭住址)	
Gender: (性别)	Home phone: (家庭电话)
Passport number (护照号):	
Height: (身高)	Weight: (体重)
Are you covered by any Insurance (有无购买保险): <input type="checkbox"/> Yes (是) <input type="checkbox"/> No (否) If yes, please provide the name of the insurance, the provider, the expiration date) (如果有, 请提供保险名称、保险人, 过期时间):	
Is your physical activity restricted in any way (有无任何身体上的限制)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain (如果有, 请解释):	

#### Part B (to be completed by the Physician) (以下内容由医生填写)

As an Au Pair, the applicant will be living for an extended period of time in the home of a family with young children or elders. It is therefore important that we are advised of any physical or mental health issues that may have a bearing on the Applicant's ability to participate.  
(请注明任何关于申请人的身体、精神健康会妨碍他/她履行互惠生职责的问题)

Please indicate whether the Applicant has been immunized against the following:  
(申请人是否接种过以下疾病疫苗)

	Date of immunization	
Tetanus (破伤风)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diphtheria (白喉)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Polio (小儿麻痹症)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Measles (麻疹)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mumps (腮腺炎)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
German measles (rubella) (风疹)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Typhoid (伤寒症)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tuberculin test (结核病)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Whooping cough (百日咳)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Did the au pair applicant ever suffered:

Anorexia or Bulimia	(厌食症或暴食症)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any kind of addiction such as alcohol or drugs (成瘾症, 例如酒精成瘾或毒品成瘾)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Arthritis	(关节炎)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Asthma	(哮喘)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chicken pox	(水痘)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Depression	(抑郁症)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diabetes	(糖尿病)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Eating disorder	(饮食障碍症)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Emotional problems	(情绪问题)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Epilepsy	(癫痫症)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hepatitis (any kind)	(肝炎, 任何种类)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hernia	(疝气)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Herpes	(疱疹)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Measles	(麻疹)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Migraine	(偏头痛)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mumps	(腮腺炎)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Polio	(小儿麻痹症)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Scarlet fever	(猩红热)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Allergies	(过敏症)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any other disease	(其他疾病)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you have answered yes to any of the above, please give full details here: (上面表格里如果有选是的, 请在此处给出详细解释)

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I confirm that the au pair applicant s in good general physical and psychological health, and that an ordinary clinical examination has shown no definite symptoms of illness, that she/he does not suffer from any infectious or chronic disease, there is no objection to him/her associating with children. (兹证明申请人身体和精神健康, 体检结果已经显示申请人目前没有确定的疾病症状, 没有传染性或慢性疾病, 可以与孩子接触。)

Doctor's Signature and stamp (医生签名) \_\_\_\_\_ Date (日期) \_\_\_\_\_

To the best of my knowledge this doctor is qualified and licensed to practice medicine.

Office verified: \_\_\_\_\_ Date \_\_\_\_\_

*\*Once the au pair arrives in China, further medical examinations might be required to obtain certain kinds of visa.*

## HHS Au Pair Agreement 2011

Contract Serial Number:

(For HHS staff uses)

I, \_\_\_\_\_, an applicant to be an Au Pair with the HHS Center (北京互惠生国际文化交流中心) China Au pair Program for \_\_\_\_\_ months, confirm that I have read all written materials provided by HHS Center and that I fulfill all criteria. I understand that the au pair program is a cultural exchange program and not a contract of work. I am aware that being an au pair requires a high degree of both responsibility and flexibility and that I must take my duties seriously. I agree to abide by the terms and conditions set forth in this agreement as detailed below, in particular those regarding: the number of working hours, au pair duties, pocket money, free time, holidays, language courses, transportation costs, insurance and the termination of an au pair arrangement. I shall notify HHS Center immediately if there are any changes to the information included in my application. Should I decide to cancel my application, I shall inform my own agency as well as HHS at once. I agree not to travel to China until I have received an official letter of confirmation from HHS Center.

### Participant Eligibility

I certify that I am between the ages of 18 and 29 at the time of application; I am physically and mentally healthy and have no criminal record. In order to participate in the program, I understand that I have to provide the following materials to HHS or its representatives or partners overseas:

- √ Application form on HHS website or completed application in an email which should be easily legible
- √ One passport style picture of my face; One biographical photo collage
- √ Dear family letter, introducing the participant to possible host families
- √ One verifiable non-family childcare reference and one non-family character reference
- √ Signed and completed physician's report
- √ Clear criminal record certification
- √ Copy of education certificate for highest level of education completed
- √ Copy of passport information page
- √ Interview in person

### Au Pair Duties and Responsibilities

1. I agree that I will provide up to 25 hours per week of services in my host family. I understand I will have at least 1.5 consecutive days off per week, one full weekend off per month (starting Friday evening and ending Sunday evening) and 3 paid days off as vacation per 3 months.
2. I understand that English/other language tutoring and childcare are of primary importance and I shall carry them out responsibly in a caring and considerate manner. I shall make a concerted effort to experience the culture of my host country, to learn the language, and to display tolerance towards others.
3. I also understand that the safety of the child(ren) should be my first priority during the program. I shall seek the advice of the host family before administering any form of discipline on the child(ren). Any physical harm to the

child(ren) may result in instant termination of the program and I accept responsibility for any further consequences.

4. I undertake to fulfill all the responsibilities agreed upon in the Au Pair and Host Family agreement. I understand that I shall be asked to undertake light household duties and to make a fair contribution to the cleanliness of the common areas of my host family's home and I agree to keep my own room clean and tidy as well as participate in day-to-day life from my host family.
5. I shall discuss in detail with my host family the daily or weekly routine and to discuss and agree upon my free time arrangements with my host family well in advance.
6. I shall make every effort to resolve any differences with my host family. If I have any problems or questions which cannot be discussed and resolved with the host family, I shall contact HHS Center at my assigned coordinator for assistance. If no solution can be reached and I have to leave the Host Family, I understand that a two-week notice period must be respected and observed in accordance with program guidelines. During this time period, I shall perform my normal duties and I shall continue to receive room, board and pocket money. If a new host family placement is found for me, I understand that this may involve moving to a different area/city.

#### Visa Information

1. I shall familiarize myself with all (if any) visa requirements. I shall obtain necessary documents (e.g., a valid passport) prior to departure and shall not enter my host country without a proper visa (if required). I understand that I will enter and stay in China legally on either an F or X visa. I will abide with the placement city's local regulations and cooperate with HHS local staff or any other supervising authority regarding my visa conversion and extension(s).
2. I also understand that it is my responsibility to apply for a temporary residence permit, with the help of the host family or HHS staff, within 24 hours of my arrival.
3. I personally undertake to keep my important documents safe and available. If I lose, or have stolen, documents such as my passport, visa or temporary residence registration, I take full responsibility for arranging replacements and recognize that HHS Center may be completely unable to aid me in extending or replacing visas.
4. I understand that the visas issued for cultural exchange programs in China are not the same as those issued for employees. I will not seek employment during my stay in China and realize that any attempt to do so, or any employment I accept while in China on a cultural exchange program will break the terms of my visa and may lead to me being apprehended or deported by the authorities. If I seek or take employment, I accept that HHS Center bears no responsibility for the consequences and my host family has the right to cancel the HF-AP agreement. HHS Center also reserves the right to cancel my insurance, keep my deposit or withhold travel and language stipends in such circumstances. In such case I agree to leave China before my visa or residency permit expires (if applicable).
5. I understand that there is currently no law in the People's Republic of China governing au pair programs in

particular, but HHS conducts its programs in accordance with the laws governing cultural exchange and learning programs in China and in line with international standards for au pair programs. If the law changes I will follow the instructions of HHS Center to remedy the situation.

### Services and Benefits Provided by HHS Center:

I understand that I will receive free language classes, and that class settings and schedules are subject to changes according to each placement city's affiliated language schools. I agree to be open to HHS Center's arrangements as far as my work schedule in the host family allows and I will attend Chinese classes which are available. HHS Center reserves the right to set minimum standards of attendance, by which to judge my satisfactory participation. My deposit may not be returned if I fail to meet these standards.

HHS Center is committed to providing me with au pair placement and a service package that includes:

- √ Visa invitation letter
- √ Airport/Train pick up
- √ Assistance registering with local authorities
- √ Language classes throughout my stay
- √ 24/7 emergency support number
- √ Assigned coordinator
- √ Welcome package (map/metro card/SIM card) (If applicable)
- √ Arrival Orientation
- √ Monthly Newsletter
- √ HHS Activities
- √ International Travel Insurance
- √ Flight Tickets or Travel Reimbursement (Please refer to Flight Tickets Arrangement)

### Deposit Refund Policies

I agree to pay a \$500USD program deposit which will be collected by HHS' partner agency in my home country and to be returned once I have completed the agreed duration of the program, without incident.

Timing of Cancellation/Reason	Deposit	Return Tickets (if applicable)
(B/A) If my visa application is rejected and I decide to withdraw from the program, I must provide HHS Center with a letter explaining my decision to drop-out and a copy of my visa rejection letter provided by the embassy or consulate (by fax or e-mail).	Refundable	N/A
(B/A) I decide to withdraw from the program after I get my visa and/or flight tickets booked by HHS or I missed the flight and I did not arrive on the planned date.	Non-refundable	N/A

(A/A) I decide to withdraw from the program for any reason after I arrive in China, or any incidents that cause me to leave the program earlier than originally intended.	Non-refundable	Unprovided
(A/A) I do not satisfactorily complete my program as an au pair, incl. completing the required education and attending the required au pair activities (if applicable)	Non-refundable	Unprovided

\*B/A: Before travelling to China      \* A/A: After Arrival

**Rescission of Contract**

I understand that I shall be expelled from the program without compensation and under certain circumstances may have to return home if:

- I fail to abide by the agreements or program guidelines
- I falsify any information in my application (e.g., regarding smoking, childcare experience, health, etc)
- I begin my au pair stay before receiving an official letter of confirmation from HHS center or a proper visa
- I administer corporal punishment to a child
- I am responsible for repeated problems with several host families
- I disobey the laws/regulations of my host country and/or CAPA and/or HHS Center

**Privacy Notification:**

HHS Center understands that the application process requires me to provide personal information. HHS center shall not sell or otherwise distribute personal information to any third party for any reason besides recruiting au pairs and host families in any way that is suitable for HHS.

By signing below, I verify that all of the information I have provided on my application is true and accurate. I agree that I have read the program information, understand and accept the conditions under which the program will be conducted. I hereby release HHS Center, its agents, employees or representatives from all action suits, claims, or liability for damages arising out of my participation in the program. If for any reason the information provided in my application is found to be false, my application will be invalid and I will be liable for any consequences. I will have to forfeit all benefits in China including but not limited to travel insurance, language classes, program deposit and travel expenses. I agree that Chinese law applies to this agreement and I agree to submit to the jurisdiction of Chinese courts.

**Flight Ticket Arrangement:**

\*Based on the country of origin, an addition on airfare is due by the au pair applicant to partly cover the expenses to be made by the host family. Based on a 12 month placement of the au pair:

Coming countries and regions	Add-on airfare
Europe, USA, Canada, Australia, New Zealand and Asia	NO CHARGE
Africa	200.00 USD
Mexico and central America	300.00 USD
South America	500.00 USD

\*Based on a 6 month au pair placement:

Before departure, the au pair pays 50% of the price of the roundtrip flight tickets provided by HHS Center, and there is no add-on airfare applicable.

\*Based on a 3 month au pair placement:

No flight tickets will be provided. A travel reimbursement of 1250RMB will be given to the au pair at the successful completion of the program.

**Important Note:**

*\*The HHS China au pair program is an international cultural exchange program. Families and individuals participating in the program should recognize that its sole purpose is cultural exchange. In any agreements, or statements about the program any phrases including "work" such as "working time", "nature of the work" etc. are only intended to simplify and aid understanding. The phrase does not express the obligations and responsibilities on each party that is found in a labor relationship between employer and employee.*

*\*\*This agreement may be subject to change. In the case of substantial changes to the content of the program HHS Center will inform me by email.*

**This agreement shall take effect from the date signed below.**

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Au Pair Applicant Signature

Date

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Au Pair Print Name

## Tasks and duties in day-to-day life with Host Family

English tutoring	<ul style="list-style-type: none"> <li>- oral practice</li> <li>- help with written English</li> <li>- help prepare for English exams</li> <li>- help translate or check English learning materials</li> </ul>
Light household duties	<ul style="list-style-type: none"> <li>- vacuum/mop floors, dust surfaces</li> <li>- washing dishes</li> <li>- do the laundry (using a machine, only the au pair or child's clothes)</li> <li>- preparing simple meals</li> <li>- keeping the kitchen in order and general tidying up</li> <li>- shopping for light groceries</li> <li>- packing away laundry/clothes</li> <li>- ironing</li> <li>- tidying and cleaning of children's room(s)</li> <li>- tidying and cleaning of own room(s)</li> <li>- tidying and cleaning in general</li> <li>- keeping floors clean</li> <li>- taking out garbage</li> <li>- walking and feeding pets</li> <li>- watering plants and taking care of plants/flowers</li> <li>- making and changing beds</li> </ul>
Taking care of kids	<ul style="list-style-type: none"> <li>- wake children and help them wash and dress</li> <li>- tell them stories, sing, play games together (both indoors and outdoors)</li> <li>- make the bed for the children and help them to sleep</li> <li>- help bathe them</li> <li>- prepare simple breakfasts and/or lunch for the children</li> <li>- help them with their homework</li> <li>- take them to school and pick them up afterwards</li> </ul>
Sharing mutual cultures	<ul style="list-style-type: none"> <li>- tell the family about my own culture and customs</li> <li>- prepare food with the host family</li> <li>- join in family activities</li> </ul>
Au pair	<ul style="list-style-type: none"> <li>- take care of the host family's house and personal hygiene</li> </ul>

### Declaration of English Translation

I hereby assert that all the documents\* translated into English by me that I hand in to HHS are in accordance with the original form in my native language.

I understand that if it is found that the translations are not the same as the original I will not be able to complete the au pair program. Furthermore I will return any stipends I have received from HHS Center and understand that my deposit will not be refunded.

Name (printed):

Signature:

Date:

\*The documents include but not limited to: the clear criminal record certification, education certification, health form, childcare reference, and character reference.

**For office use only**

My signature confirms that I verified the accuracy of the translations.

Name (Print and sign): \_\_\_\_\_ Date: \_\_\_\_\_