

AU PAIR USA

Preliminary Questionnaire – Do You Qualify to Be an Au Pair?

Au Pair Name: _____
LAST FIRST MIDDLE

Address: _____ City: _____

State/Province: _____ Postal Code: _____ Country: _____

Telephone: _____ Email: _____

Before you complete the Au Pair USA application, please answer these questions to see if you qualify to be an au pair. Please check True or False to the questions below:

- ▶ I have never participated in an Au Pair program in the United States before. True False
- ▶ I am between the ages of 18 and 26. True False
- ▶ I have a secondary school diploma. True False
- ▶ I can commit myself to being an au pair for at least 12 months. True False
- ▶ I have at least 250 hours of childcare experience. True False
- ▶ I have a full driving license. True False
- ▶ I can swim. True False
- ▶ I do not smoke. True False
- ▶ I have no children of my own. True False
- ▶ I have never been married. True False
- ▶ I have never been treated for mental illness. True False
- ▶ I have never been convicted of a criminal offense. True False
- ▶ I do not hold US citizenship and my parents do not hold US citizenship. True False
- ▶ I have never been denied a visa to the United States before. True False
 If you have, please provide the date and reason:

If you answered **TRUE** to all of the above you are qualified to become an InterExchange au pair! Congratulations! The next step is to fill in the application and contact your Agent to schedule an interview.

If you answered **FALSE** to any of the above, please contact your agency to discuss your eligibility.

▶ AVAILABILITY DATES

Please write the first and last date you are available to travel to the USA to take part in the Au Pair USA program. **You must allow at least three months between your first available date and last available date.** Please understand au pairs need 4 weeks to arrive in the US after matching with a family.

I am available to arrive in the USA between: _____ and _____
MM/DD/YYYY MM/DD/YYYY

AU PAIR USA

Checklist for International Cooperators

Au Pair Name:

LAST

FIRST

MIDDLE

Agency Name:

Before submitting an Au Pair Application to the New York office, please make sure it includes all of the following organized in the order below:

- Copy of Au Pair's Home Country Driving License
- Copy of Au Pair's International Driving License (May be sent once au pair is matched)
- Copy of Au Pair's Passport
- Application (Part 1, Complete 5 pages)
- Signed Au Pair Agreement (Part 2, page 6)
- If Under 2, au pair has Childcare Reference(s) accounting for at least 200 hours with children ages 0-2
- Childcare Reference #1 with necessary original and translation (Verified by IC)
- Childcare Reference #2 with necessary original and translation (Verified by IC)
- Childcare references account for at least 250 hours of experience
- Character Reference with necessary original and translation (Verified by IC)
- Interview Report
- Au Pair Essay
- Au Pair Photo Album (Minimum 2 pages of photos; pictures with children, family and friends)
- Medical Report (Physician may not be related to candidate)
- Police Report (Titled in English, translation of any entries)
- Copy of Secondary School Education Diploma (Titled in English, e.g. High School Diploma)
- Personality Test (Boerum Flowers or CCAI) with score sheet
- 1 smiling passport-sized picture

All references should be sent in native language with the translation attached.

All writing should be neat and legible in black ink! Please review the application and rewrite any forms that are not neat and legible before sending out this application. Candidates are encouraged to type documents whenever possible.

*Au Pair USA cannot send incomplete applications to host families. **Please do not submit incomplete applications to Au Pair USA.***

AU PAIR USA

Application to Become Au Pair



Family Name: _____ | First Name: _____

Middle Name: _____ | Gender: Male Female

City: _____ | Country: _____

Telephone: _____ | Mobile Phone: _____
COUNTRY CODE-CITY CODE-PHONE NUMBER COUNTRY CODE-PHONE NUMBER

Best time to call me is during my country's: Morning Afternoon Evening

Email: _____ | How often do you check this email? Daily Weekly Rarely

Instant Messenger Account: _____ | Type (AIM, Skype, Yahoo, etc.): _____

Date of Birth: _____ | City of Birth: _____ | Country of Birth: _____
MM/DD/YYYY

Country of Legal Residence: _____ | Country of Citizenship: _____ | Passport Expiration Date: _____
MM/DD/YYYY

ENGLISH SPEAKING EMERGENCY CONTACT:

Family Name: _____ | First Name: _____

Telephone: _____ | Relationship to You: _____
COUNTRY CODE-CITY CODE-PHONE NUMBER

Native language: _____ Do you speak any other languages besides English? Yes No

If yes, please list language and ability:

	Basic	Intermediate	Advanced	Fluent
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▶ YOU AND YOUR FAMILY

Who do you presently live with?

If you have any siblings, please list their names and ages below:

Brothers: _____ Sisters: _____

Your father's occupation: _____ Your mother's occupation: _____

Describe the type of housework you do at home:

If you have a religion, please list here:

Do you practice your religion or attend religious services? Weekly Occasionally Holy Days Never

▶ PREFERENCES AND CHILDCARE CHECKLIST

I have experience with children who are: 0+ months[†] 12+ months[†] 2-6 years 6+ years
 (check all that apply) Twins With special needs (learning or other disabilities)

I would like to care for children who are: 0+ months[†] 12+ months[†] 2-6 years 6+ years
 (check all that apply) Twins With special needs[‡] (learning or other disabilities)

Please list the maximum number* of children you would care for: _____

* Families typically have 2-4 children

† You must have documented a minimum of 200 hours of childcare experience with children under 2 years of age to qualify for such a placement.

‡ You must have documented experience caring for special needs children to qualify for such a placement. Please fill out and include the Special Needs Information form (Part 2, page 15) and include reference in this application.

Please check all experiences which you have had with infants, toddlers and children.

Toddlers and older children:

- Meal preparation Yes No
- Bathing Yes No
- Playing with children Yes No
- Helping with schoolwork Yes No
- Putting children to bed Yes No
- Playing sports Yes No
- Arts and crafts Yes No

Infants (0-24 months):

- Prepare baby bottles Yes No
- Changing diapers Yes No
- Meal preparation Yes No
- Bathing Yes No
- Putting children to bed Yes No

Other:

Do you have any professional childcare qualifications/training/diplomas or certificates, i.e. First Aid, CPR, etc.? Yes No
 If yes, please describe:

Please describe any talents or skills you have that would be useful when caring for children:

What activities (outdoors and indoors) would you like to do with the children in your host family?

Why should a family choose you as their au pair?

▶ YOUR CHILDCARE EXPERIENCE

On the following page please list all the childcare experiences you have had over the past three years. Remember, you must have at least 200 hours of experience with children under the age of two if you want to be considered for placement with a host family with children under the age of two. We cannot count experience gained with family members. Types of experience may include employment, baby sitting, teaching, etc.

Example:

2. TYPE OF EXPERIENCE: Babysitting REFERENCE NAME: The Martin Family

▶ Information about the children:

NAMES OF THE CHILDREN	SEX	AGE WHEN STARTED	AGE WHEN STOPPED
Carly	<input checked="" type="checkbox"/> M <input type="checkbox"/> F	18 months	30 months
Alicia	<input checked="" type="checkbox"/> M <input type="checkbox"/> F	3 years	4 years
Tommy	<input checked="" type="checkbox"/> M <input type="checkbox"/> F	6 years	7 years
	<input type="checkbox"/> M <input type="checkbox"/> F		

▶ When and how often did you take care of these children?

Started (month/year or dates): December 2008

Ended (month/year or dates): January 2009

Average number of times per week: 3

Average number of hours per day: 5

Total number of hours: 780

Were any of these children under the age of 2? Yes No

If yes, how many hours did you care for them? 390

▶ In the space below please describe your responsibilities and activities with the children

Made children breakfast and sent Tommy off to school. Played with Carly and Alicia during the day.
 Fed them lunch. Went to park and played with their friends. Met Tommy after school and gave snacks.
 Helped him with homework.

Please list in chronological order. If additional space is needed, attach another copy of this form.

1. TYPE OF EXPERIENCE: _____

▶ Information about the children:

NAMES OF THE CHILDREN	SEX	AGE WHEN STARTED	AGE WHEN STOPPED
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____

▶ In the space below please describe your responsibilities and activities with the children

REFERENCE NAME: _____

▶ When and how often did you take care of these children?

Started (month/year or dates): _____
 Ended (month/year or dates): _____
 Average number of times per week: _____
 Average number of hours per day: _____

Total number of hours: _____

Were any of these children under the age of 2? Yes No

If yes, how many hours did you care for them? _____

2. TYPE OF EXPERIENCE: _____

▶ Information about the children:

NAMES OF THE CHILDREN	SEX	AGE WHEN STARTED	AGE WHEN STOPPED
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____

▶ In the space below please describe your responsibilities and activities with the children

REFERENCE NAME: _____

▶ When and how often did you take care of these children?

Started (month/year or dates): _____
 Ended (month/year or dates): _____
 Average number of times per week: _____
 Average number of hours per day: _____

Total number of hours: _____

Were any of these children under the age of 2? Yes No

If yes, how many hours did you care for them? _____

3. TYPE OF EXPERIENCE: _____

▶ Information about the children:

NAMES OF THE CHILDREN	SEX	AGE WHEN STARTED	AGE WHEN STOPPED
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____	_____

▶ In the space below please describe your responsibilities and activities with the children

REFERENCE NAME: _____

▶ When and how often did you take care of these children?

Started (month/year or dates): _____
 Ended (month/year or dates): _____
 Average number of times per week: _____
 Average number of hours per day: _____

Total number of hours: _____

Were any of these children under the age of 2? Yes No

If yes, how many hours did you care for them? _____

▶ DRIVING EXPERIENCE

Do you hold a full driving license? Yes No Date you received license: _____
(MM/DD/YYYY)

When did you begin driving/learning to drive: _____
(MONTH) (YEAR)

Do you have at least 50 hours of driving experience? Yes No

What access do you have to a car? (e.g. use family car, use own car, etc.) _____

How often do you drive? Daily Several times per week Several times per month

Do you have experience driving a car with: Automatic transmission Stickshift (standard) transmission Both

Do you have experience driving in: *(Check all that apply)* The city The country On the motor-way In the snow

Would you feel comfortable driving with children in the car? Yes No

Comments: _____

Have you ever been in an accident in which you were at fault? Yes No If yes, please describe: _____

▶ EDUCATION

Do you have your country's equivalent of a secondary/high school diploma? Yes No

If Yes, what is this diploma called in your country? _____ Date received: _____
MM/DD/YYYY

If No, are you currently a secondary/high school student? Yes No

Have you completed or are you currently enrolled in university? Yes* No

If No, do you intend to further your education? Yes* No

**If Yes, please explain and provide any dates:*

▶ EMPLOYMENT

Are you currently employed? Yes No Below, list all jobs you have had in the last three years in chronological order:

EMPLOYER	POSITION AND RESPONSIBILITIES	DATES

▶ YOUR INTERESTS AND SKILLS

Please check all that best describe your interests:

Cooking Photography Movies/films Sailing/boating Music Other (specify) _____
 Handicrafts Artwork Computers Horseback riding Drawing/painting _____
 Reading Writing Theater Sports Travel _____
 Winter sports Swimming Bicycling Dancing Hiking/camping _____

Do you swim? Yes No If no, are you willing to learn? Yes No
 If yes, how well? Beginner Intermediate Advanced I have a Lifesaving Certificate in swimming (please attach certificate)
 Would you feel comfortable being responsible for children while they are in a pool or at the beach? Yes No

List all sports and outdoor activities that you enjoy participating in and how often:

Do you play any musical instruments? What type of music do you enjoy?

Please describe any special skills, hobbies or training that you may have:

▶ GENERAL HEALTH AND WELL-BEING

Do you have any allergies? Yes No If yes, please describe:

Can you live with pets? Yes No If no, what pets are you not able to live with?

Do you have any dietary/food restrictions or do you follow a special diet (i.e. vegetarian)? Yes No
 If yes, please describe:

If you have a dietary restriction, are you willing to handle or prepare this food as part of your duties? Yes No

Would you consider living with a host family that followed a special diet (e.g. vegetarian, kosher)? Yes No

Do you have any chronic health problems?

Epilepsy Asthma Diabetes Physical disabilities Other _____ None

If yes, please describe:

Are you currently taking any medication? Yes No If yes, for what?

Have you had an illness in the past five years which required hospitalization? Yes No If yes, please describe:

Have you been treated in the past five years for any of the following?

Eating disorder Emotional problems Depression Seen a psychiatrist If yes, please describe:

Do you smoke cigarettes? Yes, regularly Yes, occasionally No

If you are a smoker, are you prepared to stop smoking? Yes No

If no, are you prepared to follow a host family's house rules which might include no smoking in the home or in front of the children? Yes No

Au Pair Agreement Form

Please read the following carefully and be sure you understand all issues. This is a legal and binding agreement that shall constitute part of your agreement with InterExchange Au Pair USA.

1. I, an applicant to be an au pair in the program sponsored by InterExchange, Inc. Au Pair USA, agree that the terms and conditions set forth in the brochure, of which I have received a copy, this agreement and any published changes, shall constitute part of my agreement with InterExchange, Inc.
2. I confirm that I have investigated the duties and functions of an au pair and I am willing and able to function as an au pair in every way including physical and mental stamina, and have the ability to communicate in English with the family and any emergency services.
3. I will carry out my au pair and childcare duties and other responsibilities to InterExchange, Inc., and the host family to the highest standards and with due respect, and will take full advantage of the required educational and cultural opportunities in my community, as set out in the accompanying brochure.
4. I will return to my home country at the end of my stay, which is the termination date of my DS-2019 form + 30 days.
5. I will not accept any form of paid employment in the USA during my stay other than as an au pair with my host family.
6. I understand that flights will depart from and return to one of the designated airports, and that I am responsible for any flight or other transportation supplements. I must also pay my own way back to New York, Boston, Philadelphia or Washington D.C. at the end of the program in time for my return flight or I may choose to pay the appropriate flight supplement to fly home from a location other than those listed above.
7. I will cooperate fully with those supervising the program on behalf of and in cooperation with InterExchange, Inc. and I agree to abide by any reasonable instructions they may give me.
8. I agree to:
 - Be responsible for obtaining a valid passport and comply with all vaccination and immunization requirements.
 - Complete all visa requirements in accordance with the instructions.
 - Be present in good time for all flights or other transportation provided or arranged by InterExchange, Inc. InterExchange, Inc. will not provide or be responsible for alternative transportation.
 - Obey all U.S. federal, state and local laws including the United States Department of State regulations set forth for all host families and au pairs.
 - Be responsible for all my personal debts, including but not limited to phone calls, use of the host family car, gym memberships, medical insurance co-pays, etc., and in case of damage to the car will be liable for one half the damage up to \$500.00 per accident.
9. I hereby warrant that the information I have given in the application form and at the interview is true and complete. Further, I agree that I will perform my duties as an au pair to the highest standards and indemnify, without limitation, InterExchange, Inc., its officers, employees, Agents, and organizations affiliated with it, against any loss or damage suffered by any of them, or any claims made against any of them as a result of any breach, act of omission or negligence by me during my participation in the program.
10. I further agree that InterExchange, Inc., its officers, affiliates, Agents and employees will act on my behalf in arranging transportation, in my placement as an au pair and in other services, and that I will not hold any of them liable in connection with any loss, damage, personal injury, delay or expense suffered or incurred by me, resulting from any act or omission of any carrier, any member of the host family or any other body, corporate or non-corporate entity, in relation to transportation to and from and within the United States, my duties as an au pair or any other facility or service organized on my behalf.
11. I understand that during the first three (3) days of my stay with the host family, a parent or another responsible adult shall remain in the home to facilitate my adjustment into the family, household and community. Failure of this condition by the host family will be immediately reported to InterExchange, Inc. and the local coordinator.
12. I understand that InterExchange, Inc.'s local coordinator will contact me and my host family within 48 hours of my arrival to my host family. I also understand that InterExchange, Inc.'s local coordinator will visit me and my host family within two weeks of my arrival to my host family. My host family will also attend at least one of two family day conferences sponsored by InterExchange, Inc. during the program year.
13. I agree that I must be contacted by a potential host family a minimum of two times by telephone prior to an agreement to match.
14. I understand that if a family has a child under three months old, there must be a responsible adult in the home and I cannot be left as the sole childcare provider even for a limited amount of time (including sleeping hours). Failure of this condition by the host family will be immediately reported to InterExchange, Inc. and the local coordinator.
15. I understand that I am to receive board and lodging from the host family, and shall occupy a separate room; and that the lodging arrangements must be approved by the local coordinator.
16. I understand that InterExchange has provided Medical Sickness Insurance that meets or exceeds the requirements set forth by the U.S. Department of State. I agree to the conditions set forth in the Insurance pamphlet provided, including all relevant fees.
17. I understand that if I leave the program for any reason before my commitment is finished or over-stay my visa, I forfeit my return flight and any vacation time, relevant bonuses or stipend owed, and my insurance will be cancelled. Notification of such circumstance will be reported to the U.S. Department of State and/or the Department of Homeland Security.
18. I hereby agree that InterExchange, Inc., its officers, employees, affiliates and Agents or any local coordinator may, without liability, or expense to themselves, take whatever action they deem appropriate with regard to my health and safety and may place me in a hospital or health-related facility for medical services and treatment or, if no hospital or health-related facility is readily available, may place me in the hands of a local medical doctor or health provider for treatment or service.
19. The applicable regulations require that au pair participants in the 12 month program enroll in and complete classes or programs offered by an accredited, post-secondary institution for six semester hours of academic credit or its equivalent. As a condition of program participation, host families must facilitate the enrollment and attendance of the au pair and pay the cost of such academic course work in an amount not to exceed \$500 for a 12 month Au Pair program.
20. I understand that any dispute or claim arising out of or in connection with this agreement, the relationship of the parties, or with any beneficiary of this agreement; its interpretation, performance or non-performance, or any breach thereof shall be determined solely in arbitration conducted in New York City in accordance with the then existing rules of the American Arbitration Association.
21. **45-HOUR AGREEMENT FOR THE HOST FAMILY AND AU PAIR.** The Au Pair Program regulations, issued by the United States Department of State, require that a written agreement between the au pair and the host family outlining that the au pair is not to provide more than 10 hours of childcare on any given day, nor more than 45 hours of childcare in any one week has been signed by both. The au pair and host family hereby agree to limit the number of hours the au pair is obligated to provide childcare services to not more than 45 hours per week and to limit the number of hours the au pair may provide childcare on any given day to no more than 10 hours. I understand that I will be compensated at a weekly rate based on 45 hours per week and paid in conformance with the requirements of the Fair Labor Standards Act. I will receive a minimum of one and a half days off per week, in addition to one complete weekend (Friday evening until Monday morning) off each month. Furthermore I will receive two weeks of paid vacation to be taken at a mutually agreed upon time during my program.

AU PAIR'S SIGNATURE

DATE (MM/DD/YYYY)

PRINT NAME

Childcare Reference

Au Pair Instructions: Please give this form to someone whose children you have cared for. This person cannot be a relative. You must include both the original reference and any translation in your application.

Reference Instructions: Please type or print in black ink. When writing dates, please specify month/day/year in this order. Please be honest in your assessment of this applicant's ability to care for children. This reference will be read by prospective American host families who may contact you for a reference. Return this completed Childcare Reference form to the applicant. You will be contacted by the agency to verify this reference.

Thank you for taking the time to share your thoughts with us!

Name of Applicant: _____ | Years Known: _____

Name of Reference: _____ | Occupation: _____

Telephone: _____ | Email: _____
COUNTRY CODE-CITY CODE-PHONE NUMBER

Best way to reach you: Phone Email
 Best time to reach you: Morning Afternoon Evening
 Are you related to the applicant? Yes No
 Do you speak English? Yes No
 If no, please complete this in your native language.

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):

NAMES OF THE CHILDREN (IF A GROUP, PLEASE WRITE NUMBER OF CHILDREN)	SEX (M/F)	AGE OF THE CHILDREN WHEN STARTED	AGE OF THE CHILDREN WHEN STOPPED

▶ HOW DO YOU KNOW THIS APPLICANT? (Check one of the following two categories and respond to the questions for that category)

1. Applicant has been au pair/nanny or baby sitter for my children
- a. How often did he/she babysit? Daily Weekly Occasionally
- b. How long has he/she been caring for your children? From _____ to _____ Ongoing
MM/DD/YYYY MM/DD/YYYY
- c. Did the applicant live in your home? Yes No

2. Applicant has been employed/trained by _____
 (name of daycare center, nursery, kindergarten, camp, training program, teaching program)
- a. What is your relationship to the applicant? Supervisor Co-worker Other, explain _____
- b. If at a school, name and length of course of study _____
- c. Describe course content studied by applicant and any diploma or certificate the applicant did/will achieve:

- d. How long have you employed this applicant? From _____ to _____
MM/DD/YYYY MM/DD/YYYY
- e. When the applicant cared for children was he/she Solely responsible Supervised Both

Childcare Reference (continued)

Please answer the questions below:

Please describe the applicant's childcare duties:

Please comment on any special skills/talents you observed in this applicant:

This applicant will be placed with an American host family for one year. Please comment on his/her ability to adapt to a new environment and culture, and how he/she might handle homesickness and stress.

Why would you recommend this applicant for placement as an au pair with an American host family?

SIGNATURE OF REFERENCE

DATE (MM/DD/YYYY)

OFFICE USE ONLY (Do not write in the area below)

Comments:

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

International
Cooperator:

PRINT NAME

SIGNATURE

DATE (MM/DD/YYYY)

** Some referees providing references may not speak or write in English. In such cases, InterExchange allows the referee to fill out this form in their native language which the au pair then translates. All translations are reviewed and verified by the International Cooperator. Both the original language and translated references are sent to Au Pair USA.*

Childcare Reference

Au Pair Instructions: Please give this form to someone whose children you have cared for. This person cannot be a relative. You must include both the original reference and any translation in your application.

Reference Instructions: Please type or print in black ink. When writing dates, please specify month/day/year in this order. Please be honest in your assessment of this applicant's ability to care for children. This reference will be read by prospective American host families who may contact you for a reference. Return this completed Childcare Reference form to the applicant. You will be contacted by the agency to verify this reference.

Thank you for taking the time to share your thoughts with us!

Name of Applicant: _____ | Years Known: _____

Name of Reference: _____ | Occupation: _____

Telephone: _____ | Email: _____
COUNTRY CODE-CITY CODE-PHONE NUMBER

Best way to reach you: Phone Email
 Best time to reach you: Morning Afternoon Evening
 Are you related to the applicant? Yes No
 Do you speak English? Yes No
 If no, please complete this in your native language.

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):

NAMES OF THE CHILDREN (IF A GROUP, PLEASE WRITE NUMBER OF CHILDREN)	SEX (M/F)	AGE OF THE CHILDREN WHEN STARTED	AGE OF THE CHILDREN WHEN STOPPED

▶ HOW DO YOU KNOW THIS APPLICANT? (Check one of the following two categories and respond to the questions for that category)

1. Applicant has been au pair/nanny or baby sitter for my children
- a. How often did he/she babysit? Daily Weekly Occasionally
- b. How long has he/she been caring for your children? From _____ to _____ Ongoing
MM/DD/YYYY MM/DD/YYYY
- c. Did the applicant live in your home? Yes No

2. Applicant has been employed/trained by _____
 (name of daycare center, nursery, kindergarten, camp, training program, teaching program)
- a. What is your relationship to the applicant? Supervisor Co-worker Other, explain _____
- b. If at a school, name and length of course of study _____
- c. Describe course content studied by applicant and any diploma or certificate the applicant did/will achieve:

- d. How long have you employed this applicant? From _____ to _____
MM/DD/YYYY MM/DD/YYYY
- e. When the applicant cared for children was he/she Solely responsible Supervised Both

Childcare Reference (continued)

Please answer the questions below:

Please describe the applicant's childcare duties:

Please comment on any special skills/talents you observed in this applicant:

This applicant will be placed with an American host family for one year. Please comment on his/her ability to adapt to a new environment and culture, and how he/she might handle homesickness and stress.

Why would you recommend this applicant for placement as an au pair with an American host family?

SIGNATURE OF REFERENCE

DATE (MM/DD/YYYY)

OFFICE USE ONLY (Do not write in the area below)

Comments:

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

International
Cooperator:

PRINT NAME

SIGNATURE

DATE (MM/DD/YYYY)

** Some referees providing references may not speak or write in English. In such cases, InterExchange allows the referee to fill out this form in their native language which the au pair then translates. All translations are reviewed and verified by the International Cooperator. Both the original language and translated references are sent to Au Pair USA.*

Character Reference

Au Pair Instructions: Please give this form to someone who knows you well. This person cannot be a relative. You must include both the original reference and any translation in your application.

Reference Instructions: Please type or print in black ink. Please be accurate in your assessment of this applicant. Your comments will be read by prospective American host families who may contact you for a reference. Please return this completed Character Reference form to the applicant. You will be contacted by the agency to verify this reference.

Thank you for taking the time to share your thoughts with us!

Name of Applicant: _____ | Years Known: _____

Name of Reference: _____ | Occupation: _____

Telephone: _____ | Email: _____
COUNTRY CODE-CITY CODE-PHONE NUMBER

Best way to reach you: Phone Email
 Are you related to the applicant? Yes No
 Best time to reach you: Morning Afternoon Evening
 Do you speak English? Yes No
 If no, please complete this in your native language.

How do you know this applicant? _____

Please describe personality and character of this applicant: _____

This applicant will be placed with an American host family as an au pair for one year. Please comment on his/her ability to adapt to a new environment and culture. How do you think he/she might handle homesickness and stress? _____

Do you feel the applicant would provide a host family with responsible and quality childcare? Yes No
 Would you recommend this applicant for placement as an au pair with an American host family? Yes No
 Please explain the reasons for your recommendation: _____

 SIGNATURE OF REFERENCE | DATE (MM/DD/YYYY)

OFFICE USE ONLY (Do not write in the area below)

Comments:

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

International
 Cooperator: _____ | _____ | _____
PRINT NAME | SIGNATURE | DATE (MM/DD/YYYY)

* Some referees providing references may not speak or write in English. In such cases, InterExchange allows the referee to fill out this form in their native language which the au pair then translates. All translations are reviewed and verified by the International Cooperator. Both the original language and translated references are sent to Au Pair USA.

AU PAIR USA

Special Needs Information

If you have experience caring for children with special needs and you would like to be considered by a host family with a special needs child, please describe your experiences and reasons for wanting such placement. Please note, that you should also list your experience with any special needs child on Your Childcare Experience form (Part 1, page 3).

I hereby state that the above is true.

AU PAIR'S SIGNATURE

DATE (MM/DD/YYYY)

PRINT NAME

Creating Your “Dear Host Family” Letter

On a separate sheet of white paper, write or type your “Dear Host Family” letter describing you, your life, your family, your goals and achievements and your reasons for wanting to become an au pair. Describe the children you have cared for and the activities you have enjoyed with them. Since driving is very important to many American host families, please describe your driving experience and any driving lessons you may have had. Give as much detail as possible and present it thoughtfully, neatly and attractively. Please write your name and address at the top of each page. See below for some helpful information in preparing your “Dear Host Family” letter.

TIPS FOR WRITING YOUR LETTER

- ▶ Introduce yourself, where you were born and where you live now.
- ▶ Describe your family, including sisters and brothers and your parents' occupations.
- ▶ Describe your community and its location in your country
(for example: Langaryd is in the Southern part of Sweden, one hour from Gothenborg).
- ▶ Describe your driving history and experience. Driving is an important part of many American's daily life; au pairs must be comfortable driving.
- ▶ Describe the children you have cared for and the type of things you have done with them.
- ▶ Share your goals for the future.
- ▶ Share information about yourself and what you enjoy doing (hobbies, sports, music, the type of books you enjoy, etc.).
- ▶ Describe your interest in living in America and being part of an American family.
- ▶ Explain why you want to be an au pair and what you hope to gain from this experience.
- ▶ If English is not your native language and you are uncomfortable writing in English you might refer to an English translation dictionary for help. However, do not rely solely on the dictionary. We recommend you use words that you are most comfortable speaking.
- ▶ Address your letter to “Dear Host Family.” Prospective host families will be reading your letter to understand more about you as an individual.

Your Photo Album

On several sheets of white or light-colored paper, securely attach photographs showing you and your family, friends and the children you have cared for in the past. Next to each picture, describe who is in the picture and what they are doing. Photos will not be returned to you. These photo pages will be electronically scanned and emailed to host families. Therefore, please use good quality photos and a dark pen, black is best. Use paper 21.5 cm x 28 cm (US Letter) and do not bind or cover the pages in plastic. (See sample photo pages below.)

Do not include photos of you in pubs and nightclubs, you and your friends with alcohol, people - especially you - in inappropriate clothing (tops with a deep neckline, very short and tight skirts, bikinis, etc.) or naked people.

Be creative and artistic with your photo album!

