

AIFS Au Pair

Each year over 3,500 working holiday makers from the US and Europe use our job services to find work. Many of these clients are seeking to be an Au Pair while they are in Australia.

AIFS Au Pair links families with interested candidates to help you find the right Au Pair for your family.

Why choose AIFS?

- ✓ Individual screening
- ✓ Over 3,500 potential Au Pairs at our finger tips!
- ✓ AIFS Au Pair jobs – viewed by up to 100 people a day.

Advertising Fees

Placement fee up to 3 months

\$188.50 (inc GST)

- Payment is due upon application.
- The Advertiser must confirm in writing within 48 business hours of its intention to accept/reject an Au Pair placement. Failure to confirm acceptance will result in the forfeiture of further placement services.
- If a suitable candidate cannot be found, the placement fee less \$50 administration fee will be refunded.

How does AIFS Au Pair Work?

1. Complete the *AIFS Au Pair Information*.
2. Return the completed form together with the placement fee to AIFS via fax or post.
3. Upon receiving the completed form AIFS will place an advertisement on our Job Board to be viewed by participants on AIFS' Work & Travel Australia program.
4. When a candidate applies for your position, AIFS will screen the candidate to ensure they meet the requirements for your family and that they have a suitable level of experience.
5. If AIFS is satisfied that the candidate meets the necessary criteria, AIFS will contact you with the Au Pair's contact details and a brief description.
6. It is the Advertisers' responsibility to then contact the Au Pair and inform AIFS of their decision to accept the placement within business 48 hours.
7. Upon acceptance AIFS will then apply for a Working with Children Check to be completed on the candidate.
8. It is the Advertisers' responsibility to arrange travel to the Advertiser's home and arrange the commencement date with the Au Pair.
9. If a suitable candidate cannot be found, the placement fee less the deposit will be refunded.
10. If the family decides against employing a placed Au Pair, AIFS must be notified within the first week, and the fee will be transferred to the next placement

Placing an Ad with AIFS

1. Complete the *Au Pair Information* page
2. Complete your payment details
3. Fax: (02) 8235 7002 or email: jobs@aifsaustralia.com

- Cheque
 Credit card

Please charge a total of \$ 188.50 Inc. GST to :

- VISA MASTERCARD

Please make payable to:

American Institute for Foreign Study (Australia) Pty Ltd
PO Box Q577, QVB PO, Sydney NSW 1230

Card No. _____ Exp. Date _____ / _____

Name on card: _____

Signature of cardholder: _____

Will the Au Pair be required to drive?

Yes No

AIFS Au Pair Information

Family Name:		First name:	
Address			
City		Postcode	State
Phone		Mobile	
Email		Fax	
Preferred method of contact & best time to contact (office hours only)			
List any dates before the start date you cannot be contacted			
Salary p/week			
Total hours p/week			
Description of position (include detailed description of tasks, times and days of work)			
Special requirements			
Preferred Start Date			
Preferred End Date			
Duration			
No. of Children			
Age of Children			
Do you have Pets/Animals? If so what kind.			

Will they need to cook? Yes No preferred
Do you require a First Aid certificate? Yes No
Will they be required to care for children under 2? Yes No preferred
Is your family Vegetarian? Yes No
Will you take an Au Pair who is a vegetarian? Yes No preferred
Would you host a Male Au Pair Yes No
Would you host a couple Yes No
Do you allow smoking? Yes No

Terms & Conditions

By placing an Advertisement with AIFS the Advertiser agrees to the following Terms and Conditions:

- While every effort is made to recruit an Au Pair for the required start date, the recruitment time and the placement is subject to availability.
- AIFS AU Pair services are for placements up to 3 months duration. Families seeking placements longer than 6 months should contact our long term program manager about AIFS Au Pair in Australia.
- If the Advertiser fails to respond within 48 business hours to 3 telephone or email attempts by AIFS to contact the Advertiser in connection to the placement, the advertisement will be cancelled and no monies will be refunded.
- There is no warranty as to the satisfaction or the compatibility of any candidate as an Au Pair for the Advertiser.
- The Advertiser unconditionally releases AIFS from any claims for damage, injury, loss, or expense of any sort incurred in connection with the Au Pair. This release includes, but is not limited to, liability for any intentional or negligent acts or omissions by the Au Pair.

Signature _____

Date _____

Looking for an Au Pair for longer than 3 months?

AIFS Au Pair in Australia is a 6-month program providing experienced Au Pairs to Families around Australia. For more details visit www.aupairinaustralia.com.au.

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