



# AIFS Au Pair in Australia Host Family Application

**General Information** (please PRINT in black ink)

**Name of parent/guardian 1:**  Mr  Mrs  Ms  Dr

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**Name of parent/guardian 2:**  Mr  Mrs  Ms  Dr

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Address \_\_\_\_\_ City \_\_\_\_\_

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Postal Code \_\_\_\_\_ State \_\_\_\_\_

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Home telephone \_\_\_\_\_

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Work phone: parent/guardian 1 \_\_\_\_\_ Work phone: parent/guardian 2 \_\_\_\_\_

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Mobile phone: parent/guardian 1 \_\_\_\_\_ Mobile phone: parent/guardian 2 \_\_\_\_\_

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Fax. \_\_\_\_\_ Email \_\_\_\_\_

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Emergency contact person: Name:  Mr  Mrs  Ms  Dr

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Home telephone \_\_\_\_\_ Mobile phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

**Host Parent Employment Information**

**Host parent/guardian 1:** Occupation/title \_\_\_\_\_

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Company \_\_\_\_\_

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

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What time do you leave in the a.m.? What time do you return in the evening? \_\_\_\_\_

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Do you work nights?  Yes  No Weekends?  Yes  No

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Does your job require overnight travel to another city?  Yes  No

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Do you take part in activities that regularly take you out of home during the evening?  Yes  No

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**Host parent/guardian 2:** Occupation/title \_\_\_\_\_

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Company \_\_\_\_\_

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

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What time do you leave in the a.m.? What time do you return in the evening? \_\_\_\_\_

---

Do you work nights?  Yes  No Weekends?  Yes  No

---

Does your job require overnight travel to another city?  Yes  No

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Do you take part in activities that regularly take you out of home during the evening?  Yes  No

**Family & Household**

Please give the names, relationship and gender of all family members, including parents who live at your address.

NAME	RELATIONSHIP	GENDER	DoB (CHILDREN)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you currently expecting a child/ren or are planning to adopt a child under the age of two?  Yes  No

Do you have any children with special needs?  Yes  No Please describe

Do any of your children have a medical condition the Au Pair should be aware of?  Yes  No Please describe

Does any member of your family have an illness that is contagious or communicable?  Yes  No Please describe

Does any member of your family have an illness that the Au Pair would be required to assist with?  Yes  No Please describe

Do you have any household pets?  Yes  No If yes, give details

Does any member of the family smoke?  Yes  No

If yes, do they smoke inside the house?  Yes  No

Please indicate what interests or abilities the members of your family have:

- swimming     horse riding     cycling     skiing     tennis     soccer
- running     arts/crafts     musical instrument ( piano,  guitar,  violin)
- dance     computers     gymnastics     rugby league     rugby union     AFL
- writing     reading  other ( \_\_\_\_\_ )

Does your family maintain religious, cultural practices or dietary restrictions of which the Au Pair would be made aware of?

Yes  No Please explain.

Have you or any member of your immediate family been convicted of an offence other than a minor traffic violation?  Yes  No If yes, please explain.

Has your family employed an Au Pair before?  Yes  No If yes, please describe and indicate whether it was a live-in position.

Describe other household help (live-in or live-out) such as cleaning service, housekeeper, yard maintenance etc. Include frequency of visits.

Will you provide the Au Pair with a private room?

Yes  No

**Start Date**

The normal processing time for AIFS Au Pair in Australia is 12 weeks from the date the application received. Although every attempt is made to place an au pair at the date requested by the Host Family, the priority is to ensure that the most suitable match is made for your family's requirements. As such the start date may vary.

Please indicate preferred start date \_\_\_\_\_

**Schedule & Duties**

**Complete a sample weekly time schedule:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Total Estimated hours per day \_\_\_\_\_ Total estimated hours per week \_\_\_\_\_

Indicate the frequency of which the schedule would change over the course of the 6 months

Weekly  Monthly  Rarely

List the typical duties to be assigned to the Au Pair: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you expect to gain from the program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will your Au Pair be required to drive a car? Yes  No

Describe any experiences your family has had with other cultures

Describe a typical weekday in your home

Describe a typical weekend in your home

Describe the frequency and duration of hours that you are away from your home. (work and /or travel)

Describe any activities that take you out of the house in the evenings

Describe your family's interests and activities

Describe a typical mealtime in your home

**Family Essay & Photo Gallery**

**A. Please use a separate sheet of A4 paper (please only include your first names, do not include your address & contact details) to write an essay describing the following:**

- The members of your family, your professional life, family activities and interests
- The care needs of your children, their behaviour patterns, their routines, school and social activities
- The experience your family has had with other cultures
- Your home and the room that will be provided to your Au Pair
- Specific household rules that you will expect your Au Pair to follow
- Your community, distance and accessibility to your nearby major city
- If you have a child with special needs, describe them and the care you expect your Au Pair to provide
- If you have a secondary home or holiday house, describe where it is in relation to your primary home, frequency of visits and whether you expect your Au Pair to accompany you
- Why would you like to host an Au Pair?

**B. Please use a separate sheet of A4 paper (please only include your first names, do not include your address & contact details) to attach photos of your family, your living environment and the Au Pairs room. Every member of your family that lives with you should be included in at least one of the photos. Next to each photo describe who is in the photo.**

**Home & Community Profile**

Describe your home – Size of building, number of rooms etc

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Is your community  urban  rural  suburban

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Nearest public transport  bus  train  tram

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How many minutes walk is the nearest public transport from your home

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What form of transport do you expect the Au Pair to use for personal outings, shopping chores?

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Briefly describe the social and cultural opportunities in your community

### Your prospective Au Pair

List all critical qualities you feel your Au Pair should possess:

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List any particular skills you would ideally like your Au Pair to possess (such as athletics or music), and explain why:

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Do you require a swimmer? Yes  No

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List all important responsibilities your Au Pair will have, and how often each task will be performed:

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List the most important household rules for your Au Pair to know:

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Would your Au Pair:	be expected to drive as part of her/his duties manual Automatic?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	be allowed to use a car when off duty?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	be allowed to smoke in your home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	be allowed to smoke outside of your home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	be allowed to entertain guests in your home?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Comment on the above, if necessary.

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Briefly describe the personality of the Au Pair that would fit in to your family.

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How will you promote cultural exchange in your home?

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How often will you expect your au pair to be involved in family activities outside of her/his scheduled time?

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How will you address the issues of homesickness with your Au Pair?

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Have you had an Au Pair before?  Yes  No

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Were there specific things you would like to advise the new Au Pair that did not work out with the last Au Pair?

### How did you learn about the Program?

Website (please name)  Advertisement (please name) \_\_\_\_\_

Referred by a friend  Other (please name) \_\_\_\_\_

Referred by another AIFS Host Family who is currently hosting an au pair

If yes, please state family name \_\_\_\_\_ and location (suburb) \_\_\_\_\_

(The referring family will receive a \$50 Coles voucher. The referral must result in the commencement of a placement into a new host family.)

## Terms and Conditions

I/We, the undersigned, have applied to become a Host Family with AIFS Au Pair in Australia ("The Program"), offered by the American Institute for Foreign Study (Australia) Pty Ltd ("AIFS").

The Program agrees to recruit and to offer Au Pair candidates for the Host Family's consideration and to provide reasonable support concerning problems that may arise during the exchange.

The Au Pair selected by the Host Family will assist the family with day-to-day child care duties (which do not include housework unrelated to the children), for a period not to exceed 7 hours per day for a maximum of 30 hours per week or up to 40 hours per week if agreed in writing by AIFS and the Au Pair.

The Host Family agrees to provide the Au Pair with:

- Board consisting of a private fully furnished room
- A minimum weekly stipend of \$200.00 (30 hours per week) or a stipend to be agreed between AIFS and the Host Family for additional hours
- At least one full free day and one half free day per week

The Host Family will cover the costs for the Au Pair of all expenses related to the care of the children by the Au Pair.

It is the responsibility of the Host Family to assess the driving ability of the Au Pair before granting permission to operate a vehicle.

If the Au Pair is required to use a motor vehicle, the Host Family will provide automobile insurance coverage for the Au Pair and to have the Au Pair listed as a driver on the insurance policy of all vehicles that the Au Pair will use.

The Host Family agrees to limit any claim against the Au Pair for uninsured damages resulting in the negligent operation of a motor vehicle to a maximum of AUD\$1,000. In the event of an insurance claim, the Host Family will be responsible for paying any excess relating to the claim. The Host Family will be liable to pay 100% of any damages if the Au Pair is not listed on the vehicle's insurance cover.

### Background Information

For the purpose of facilitating the selection of an Au Pair, the Host Family authorises The Program to carry our Federal Police Checks and make any reasonable inquiries regarding the suitability of the Host Family to host an Au Pair to any third party or governmental agency. The Host Family grant permission to any such party or entity to disclose the requested information, which will be treated as confidential by The Program.

### Monitoring of the Placement

After placement the Host Family will maintain regular contact and communication with the AIFS Coordinator in order for AIFS to monitor the appropriateness of the placement and the fulfillment of the program requirements.

### Warranty and Problem Resolution

There is no warranty as to the satisfaction or the compatibility of any particular candidate as an Au Pair for the Host Family.

The Program will make reasonable attempts to resolve any difficulties regarding the placement. If the Program determines that the placement cannot be continued, it will provide assistance that may include placement of another Au Pair with the Host Family. Host Families are responsible for hosting an Au Pair for up to 2 weeks until a new placement is arranged.

If AIFS assesses that the discontinuation of the placement is due to the Host Family's failure to abide by the terms of this agreement and or the terms of the Program Handbook, or the Host Family is unable to continue to offer the placement for financial or personal reasons, no refund or replacement will be offered to the Host Family.

In the event that the placement is discontinued due to the actions of the Au Pair, the Host Family will be offered a replacement Au Pair for the remaining number of weeks commencing from the start date of the placement. Placement of another Au Pair with the Host Family is subject to availability and there is no warranty that a replacement Au Pair will be offered.

In the event that a suitable Au Pair cannot be found for the Host Family within 14 business days, AIFS will offer the

following refund based on the start date of the initial placement:

- Up to 4 weeks placement completed - 70% refund of payment 2. No refund will be payable on payment 1
- More than 4 weeks and up to 9 weeks placement completed - 50% refund of payment 2. No refund will be payable on payment 1
- More than 9 weeks placement completed - no refund payable

### Program Fees

The Host Family agrees to pay the following fees for The Program:

#### 2010:

Payment 1 of \$199.00 + GST is payable at the time of application.

Payment 2 of \$620.00 + GST is payable upon receipt of written confirmation from the Host Family of their intention to host the au pair commencing from the date stipulated by The Program.

If the Host Family is located outside of Sydney, the Host Family will cover all costs associated with the Au Pair's travel to the Host Family home.

### Cancellations

Payment 1 is a non-refundable. 30% of Payment 2 will be refunded to the Host Family for cancellations received after the signed completion of the AIFS Au Pair in Australia Agreement and up to 14 days prior to the scheduled start date of the AIFS Au Pair in Australia Program. All requests for refunds must be made in writing to AIFS.

### Confidentiality

The Host Family agrees to keep confidential the terms and conditions of this agreement and all information which is made available to the Host Family in connection with or arising out of this agreement. The Host Family agrees not to provide the details of the Au Pair to any third party including other Au Pair agencies or families.

### Legal Relationship of Au Pair to the Program

The Host Family understands and agrees that the Au Pair is not an employee/agent of The Program. The Program is not under any circumstances responsible for any costs incurred by the Au Pair or for any damages or losses caused by the Au Pair.

The Host Family understands and agrees that the Au Pair may only provide childcare for the Host Family's children and indemnify and hold The Program harmless for any claims resulting from the Au Pair's care of other children.

### Privacy Consent

The Host Family understands that AIFS will forward the Host Family's details to prospective Au Pairs in order to obtain a placement for the Host Family.

The Host Family understands that its personal information will not be disclosed to any other parties unless the Host Family is given notice and an opportunity to object.

AIFS takes reasonable precautions to protect personal information from loss, misuse and unauthorized access, disclosure, alteration and destruction. By completing this application, the Host Family are authorising AIFS to disseminate the information that is contained in our application in the manner and for the purposes set forth above.

### Release of Claims Against The Program

The Host Family unconditionally releases The Program from any claims for damage, injury, loss, or expense of any sort incurred in connection with the participation of the Host Family in The Program and the selection of an Au Pair. This release includes, but is not limited to, liability for any intentional or negligent acts or omissions by the Au Pair.

This Agreement shall be governed by the law of the State of New South Wales, and any disputes arising under this Agreement that cannot be settled amicably shall be brought before the courts sitting in the State of New South Wales, Australia.

I/ We understand that this is a legal contract and that we have been advised to seek legal advice if we do not understand its terms. By signing the document, we acknowledge that we have read and understand the provisions of this contract and accept and agree to abide by these terms.

Parent/Guardian 1 \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian 2 \_\_\_\_\_ Date \_\_\_\_\_

## CONFIDENTIAL

This form is to be completed by someone other than a family member who can accurately attest to the family life and commitment the host family would have to the program. It is to be sent separately by the person completing the form to AIFS Au Pair in Australia, PO BOX 1319, Darlinghurst NSW 1300.

By presenting this form to the friend, the Host Family authorizes him or her to answer the questions honestly and to the best of his/her knowledge. The Host Family and the person completing this reference are advised that all information will be treated confidentially.

General Information		
<i>(please PRINT in black ink)</i>		
<b>Host Family's name</b>		
Address	City	
Postal Code	State	
Home telephone:	Work phone:	Mobile phone:
Reference's name		
Address	City	
Postal Code	Email	
Home telephone:	Work phone:	Mobile phone:
How long have you known this family?		
Please describe the capacity in which you have known them		
Have you visited them in their home? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please describe frequency		
Please describe your view of the family. Include your observations of the relationship (s) of the parent (s) to each other, to the child (ren) and vice versa.		
Please describe any I conditions including physical or emotional handicaps or disorders that the child (ren) or parent/guardian (s) may have, based on you observations.		
Are you aware of any alcoholism, drug abuse, domestic violence, sexual or verbal abuse or other dysfunction in the family? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe.		
In your opinion, do you feel that the applicant (s) would provide a healthy, pleasant homestay and cross-cultural exchange for a young person from abroad? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain reasons.		
<b>Please feel free to make any further comments below or on a separate sheet of paper.</b>		

\_\_\_\_\_  
Signature of reference

\_\_\_\_\_  
Date

For office use only:	
ID #	Date received

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This form is to be completed by someone other than a family member who can accurately attest to the family life and commitment the host family would have to the program. It is to be sent separately by the person completing the form to AIFS Au Pair in Australia, PO BOX 1319, Darlinghurst NSW 1300.

By presenting this form to the friend, the Host Family authorizes him or her to answer the questions honestly and to the best of his/her knowledge. The Host Family and the person completing this reference are advised that all information will be treated confidentially.

General Information		
<i>(please PRINT in black ink)</i>		
<b>Host Family's name</b>		
Address	City	
Postal Code	State	
Home telephone:	Work phone:	Mobile phone:
Reference's name		
Address	City	
Postal Code	Email	
Home telephone:	Work phone:	Mobile phone:
How long have you known this family?		
Please describe the capacity in which you have known them		
Have you visited them in their home? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please describe frequency		
Please describe your view of the family. Include your observations of the relationship (s) of the parent (s) to each other, to the child (ren) and vice versa.		
Please describe any conditions including physical or emotional handicaps or disorders that the child(ren) or parent/guardian (s) may have, based on you observations.		
Are you aware of any alcoholism, drug abuse, domestic violence, sexual or verbal abuse or other dysfunction in the family? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe.		
In your opinion, do you feel that the applicant (s) would provide a healthy, pleasant homestay and cross-cultural exchange for a young person from abroad? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain reasons.		
<b>Please feel free to make any further comments below or on a separate sheet of paper.</b>		

\_\_\_\_\_  
Signature of reference

\_\_\_\_\_  
Date

For office use only:	
ID #	Date received