



Application Form for Au-Pairs

Prior to completing the application form, please refer to the 'Information' section under the 'Au-Pairs' category on our web site (www.sunfloweragency.co.uk). This section will provide you with relevant information with regard to taking on the role of an au-pair or Mother's Help.

Please complete the application form below in block capitals.

Surname:	
First Name(s):	
Date of Birth	
Sex (<i>please tick</i>):	Male: <input type="checkbox"/> Female: <input type="checkbox"/>
Nationality:	
Country of Birth:	
Height:	
Weight:	
Occupation:	
Marital Status:	
Religion:	
Address:	
Postcode:	
Phone:	
Fax:	
E-mail:	@
Passport Number:	
Expiry Date:	
Family Details	
Father's Occupation:	
Mother's Occupation:	
Number & ages of brothers & sisters:	
Parent's Address	
Postcode	
Phone	
Education	
School / College / University attended (<i>please enter most recent, first</i>):	
Qualifications:	
Maximum Period Available	
Earliest Arrival Date:	
Earliest Departure Date:	
Latest Date of Return:	
Country / City Required (<i>state preference</i>)	
1:	
2:	
3:	
Would you accept a country /	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

village location providing you have access to language classes?	<i>(please tick)</i>			
Position Sort				
Au-pair:	<input type="checkbox"/>			
Au-pair Plus:	<input type="checkbox"/>			
Mother's Help:	<input type="checkbox"/>			
Other <i>(please specify below)</i> :	<input type="checkbox"/>			
If other please specify:				
Knowledge of Languages				
Native Language				
Other Languages		Language	Level	Years
	1		Fluent: <input type="checkbox"/> Good: <input type="checkbox"/> Basic: <input type="checkbox"/>	
	2		Fluent: <input type="checkbox"/> Good: <input type="checkbox"/> Basic: <input type="checkbox"/>	
	3		Fluent: <input type="checkbox"/> Good: <input type="checkbox"/> Basic: <input type="checkbox"/>	
Additional Information				
Do you have a full driving licence?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			
Date of Issue:	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			
Would you drive during your stay?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			
Do you smoke?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			
Do you drink alcohol?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			
Do you have any experiences with babies and children in the following age ranges? <i>(please tick accordingly)</i> :				
1-2:	<input type="checkbox"/>			
3-5:	<input type="checkbox"/>			
6-10:	<input type="checkbox"/>			
0-11:	<input type="checkbox"/>			
Have you lived away from home before?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			
Have you been an au-pair before?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			
Have you supplied a reference for this?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			
Do you have mental or physical limitations?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			
Do you have any allergies?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			
Do you currently have a boy/girl friend or fiance?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			
Do you like pets?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			
Do you have any dietary restrictions?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			
Can you swim?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			
Do you play sports?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			
Do you have a criminal record?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			
Will you accept a family of a different race / religion?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			
Will you accept a single parent family with a single father?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			
Will you accept a single parent family with a single mother?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please tick)</i>			

Au-Pair Agreement

- I, ----- *(please state your full name)* confirm that I have read all the written material provided by the *Sunflower Au-Pair Agency* in my home country, and that I am eligible to be an au-pair. I understand that the au-pair programme is not a contract of work, but that I am required to show a high degree of responsibility and to take my duties seriously.
- I confirm that I have answered all questions honestly and that all the information that I have supplied is true.

3. I agree to stay in close contact with *Sunflower Au-Pair Agency* after submitting my application form. I agree not to travel to my host family until I have received an official confirmation of placement (this is usually in the form of an invitation letter from the *Sunflower Au-Pair Agency*).
4. I shall familiarise myself with all visa requirements (if any) and obtain necessary documentation.
5. I agree to pay all costs for language courses and travel, to and from host country; including debts incurred (eg telephone bills). I also agree to bring money for emergency expenses.
6. I agree to abide by all rules set by the host family, for example, in relation to not smoking, use of the telephone, visitors and so on. During my stay I shall behave in a manner which does not reflect badly on my host family, host agency and *Sunflower Au-Pair Agency*.
7. I realise that the success of my au-pair stay depends on my own initiative and I agree to integrate myself in family life and to communicate openly with the family should any problems arise and to actively seek a solution.
8. If no solution can be reached, and I decide to leave the family, I agree to give 14 days notice. I also agree to contact the agency prior to leaving the host family.
9. I agree that on arrival at the host family I shall discuss in detail with my host family, the daily and weekly routine, and my and their expectations of me as an au-pair. I also agree to let *Sunflower Au-Pair Agency* know of any future holiday/travel arrangements.
10. I shall carry out my childcare/light housework duties to a high standard. I agree to keep my room clean and tidy and to maintain a high standard of personal hygiene. My au-pair duties may be the following:-
 - Machine wash clothes;
 - Vacuum;
 - Clean bathroom, kitchen floor, communal areas and children's rooms;
 - Ironing and polishing, care for pets, washing up, bed making;
 - Babysitting, sole charge of children overnight;
 - Bath children, cook for children and family;
 - Breakfast for children;
 - Bring and collect children to and from school/nursery.
11. I agree to seek the advice of the host family before administering any form of discipline. I also understand that under no circumstances should I hit the children, shout at them or leave them on their own regardless of their ages.
12. I agree to maintain confidentiality and not to discuss details of my host family's private life.
13. By signing this application form, I confirm that I have read, understood and accepted the above "Au-Pair Agreement".

"Submission of your au-pair application form to Sunflower Au-Pair Agency constitutes acceptance of the above Au-Pair Agreement".

Signature: -----

Date: -----

What to do next

Once you have completed and signed the application form, please post it together with the following documents to:

32 George Lovell Drive
Greater London
Enfield
Middlesex EN3 6WE
England

- 2 passport photos;
- A letter from your doctor showing that you are physically and mentally fit to work as an au-pair/mother's help;
- A 'dear family' letter to your potential host family about yourself, family, hobbies and experiences of children and their ages. This letter should be written in English;
- A 'dear children' letter to the children, in your potential host family, which will be read by the children. Please keep this letter simple. For example, you can draw a picture, tell the children that you can help them with their homework, participate with them in their favourite sporting activities or help them to play a musical instrument; depending on your actual skills;
- Now please post all the original papers to the *Agency*.
- 2 references. At least one of these should be a childcare reference, commenting on your childcare abilities, personal qualities and domestic competence;

It is important that you keep in touch with the *Agency* once you have submitted all your papers by e-mail or telephone, so as to ensure that you receive the best service possible.