



FOR OFFICE USE ONLY	
NAME	
AP NUMBER	
AREA	
CHECKED BY	
SOURCE	

Au Pair Application Form
Please complete in black ink, write clearly

Thank you for choosing Just Like Mom as your Au Pair agency! Completing the following form is your first step to becoming an Au Pair. Along with the completion of this form we also need the following from you:

Application Checklist

Please check the boxes of the items once they have been completed:

1. **Child Care Related CV**
A CV should include all your personal details, education and work experience
2. **Colour Photo of yourself**
Please e-mail us a recent photograph of yourself
3. **Copy of ID**
Candidates must be in possession of a valid ID book. Please attach a certified copy to your application
4. **Copy of Drivers License**
Candidates must be in possession of a valid code 08 Drivers License. Please attach a certified copy to your application
5. **Police Clearance Certificate**
Ask for this at your local police station. If you already have one please attach to your application. Alternatively we can do a criminal record check on your behalf
6. **Two Child care recommendation letters (non-family members)**
All References must contain contact names and telephone numbers
7. **Au Pair Letter To Prospective Families**
An Au Pair letter is a very important component to your application. Please ensure that it is 1 A4 page in length and must include the following:
 - About yourself (characteristics, experience, interests, hobbies, goals) & your family
 - Why you want to be an Au Pair and why you feel you are suitable
 - Your view on what the Au Pairs role is within a family
8. **Au Pair Declaration & Contract**
To be signed and dated
9. **Indemnity Form**
This is an indemnity form to give Just Like Mom permission to do the following checks:
 - ID Validation, Drivers License & Criminal Record Check
10. **Au Pair Interview**
To be completed by one of our consultants
11. **Registration Fee**
We do require a R120 registration fee. This is to cover ID & Drivers License Validation as well as Criminal Record Check. If you already have a police clearance certificate then only a R60 registration fee is payable.

Personal Details



Full Name/s: _____
ID Number: _____
Age: _____
Language/s: _____
Home Address: _____

Cell Number: _____
Home Tel: _____
E-mail Address: _____

Surname: _____
Date of birth: _____
Ethnicity: WHITE / BLACK/ COLOURED /ASIAN
Gender: MALE / FEMALE
Marital Status: _____
Dependents: 0 / 1 / 2 / 3 / 4
Drivers License: YES / NO
Driving Experience: _____
Car Make & Model: _____

Family Details

Fathers Name: _____
Fathers Occupation: _____
Siblings: _____

Mothers Name: _____
Mothers Occupation: _____

How would you describe your family:

How would you describe your relationship with your family:

Characteristics

Religion: _____
Is it important that your Au Pair family is the same religion as you? YES / NO
Do you smoke: YES / NO
If you are a smoker, will you agree to not smoke in the family home or around the children? YES / NO
Can you swim? YES / NO
Do you have any disability? YES / NO
Describe: _____
Do you suffer from any emotional, personality or nervous disorder? YES / NO
Describe: _____
Do you have any allergies? YES / NO
Describe: _____
Are you on any medication? YES / NO
Describe: _____

What are your hobbies/interests:

What are your long-term goals:

How would you describe yourself:

How do other people describe you:

Why do you want to be an Au Pair:

Education & Qualifications

Highest Grade Passed & Year Completed: _____
Please list all diploma's & degrees as well as year completed:

Child Care Course: YES / NO If so, where? _____
Au Pair Course: YES / NO If so, where? _____
First Aid Course: YES / NO If so, where? _____
Other: YES / NO If so, describe? _____

Do you have any plans to study further: YES / NO
If so, what would you like to study: _____

Childcare Experience

What age groups do you have experience with? _____
Do you have any experience with mentally/ physically handicapped children? YES / NO
Please Explain: _____

Do you have experience working with children with ADD/ADHD, learning or behavioural YES / NO
Please Explain: _____

Do you have any Au Pair Experience? YES / NO
Do you have any Babysitting Experience? YES / NO

Childcare References

Reference 1
Institute/Family: _____ Period: _____
Job Description (Please provide full details of ages of children and what your duties were): _____

Contact Person: _____ Contact Number: _____
Salary: _____
Reason for Leaving: _____

Reference 2
Institute/Family: _____ Period: _____
Job Description (Please provide full details of ages of children and what your duties were): _____

Contact Person: _____ Contact Number: _____
Salary: _____
Reason for Leaving: _____

Reference 3
Institute/Family: _____ Period: _____
Job Description (Please provide full details of ages of children and what your duties were): _____

Contact Person: _____ Contact Number: _____
 Salary: _____
 Reason for Leaving: _____

Requirements & Expectations

Available From: _____ Estimated Duration: _____
 Preferred Area's _____ Job Type: LIVE-OUT / LIVE-IN
 Expected Salary: _____
 Times you are available to work:
 Monday: _____ Tuesday: _____
 Wednesday: _____ Thursday: _____
 Friday: _____ Saturday: _____
 Sunday: _____

What is the maximum number of children you feel you would be able to cope with? _____

Do you have any preferences regarding the sex, ethnicity and ages of the children you will look after?

Au Pair Duties

I am prepared to do the following for my Au Pair family & their children (Please circle YES or NO):

- Get children up and ready in the morning: YES / NO
 - Prepare breakfast for the children: YES / NO
 - Pack lunches for the children: YES / NO
 - Take children to school: YES / NO
 - Fetch children from school: YES / NO
 - Prepare lunch/snacks for the children: YES / NO
 - Take the children to extra mural activities: YES / NO
 - Supervise Homework/assist projects: YES / NO
 - Take children on outings: YES / NO
 - Prepare dinner for children: YES / NO
 - Bath the children: YES / NO
 - Run errands for family: YES / NO
 - Grocery shopping for family: YES / NO
 - Travel with family: YES / NO
 - Stay in occasionally: YES / NO
 - Occasional babysitting: YES / NO
 - Other: YES / NO
- Please Specify: _____
-

Declaration

I, _____ certify the above to be accurate and truthful and I understand that it is my responsibility to inform Just Like Mom of any employment, either temporary or permanent offered to me by persons (and their agents) to whom I have been introduced by Just Like Mom.

Signature: _____ Place: _____ Date: _____

Agreement between Just Like Mom Agency and Prospective Au Pair

MEMORANDUM OF AGREEMENT

entered into between:

Just Like Mom Au Pairs cc
(hereinafter called "the agency")

and

The prospective au pair which will care for and look after a chosen Family's respective children (hereinafter called "the au pair")

Definitions:

"the parties" shall mean the agency and the au pair, collectively;

"the Family" shall mean a family chosen by the agency which will require the services of a prospective au pair, and once the au pair is placed at such family, the family will employ the au pair, should the au pair be an acceptable candidate for the family.

- All words, terms and phrases used in this agreement importing any one gender shall be deemed to include both the other two genders. All references in this agreement in the singular shall include the plural, and vice versa.

- In the event of any clause in this agreement or any part of any such clause being found to be invalid for any reason whatsoever, such clause or part thereof, shall be severable from the remainder of this agreement and shall not affect the validity of the remainder of this agreement.

Recordal:

It is hereby recorded that the agency wishes to enter into an agreement with the au pair, in that the agency will act as an agent to the au pair and will endeavor to find the au pair a suitable Family, which will employ the au pair and where the au pair will be placed at, and to which family the au pair will tender her services and duties to. The au pair's duties will include (but are not limited to) caring for the Family's children and looking after the needs of such children.

The above parties hereby agree to the terms and conditions as set out hereunder, in this agreement:

- The au pair will carry out her childcare responsibilities for the benefit of the respective Family, which chooses to make use of her services, to the best of her ability. She will be punctual and be dedicated.
- She agrees to abide by the regulations and rules as set by the respective Family.
- She agrees that if she is found to be in the possession and/or under the influence of any unlawful narcotics or under the influence and/or abuse of any alcohol whatsoever, during the course of rendering her services and or performing her responsibilities, she will be subjected to a summary dismissal, - with immediate effect- and criminal charges may be brought against the au pair.
- As listed in the preceding application form, attached hereto, the au pair certifies and agrees that all the information set out therein, is true, correct and accurate, and furthermore the au pair hereby states that she has never in the past been convicted of any criminal offence, whatsoever.
- The au pair, furthermore, indemnifies the agency and its respective staff against, any loss, harm or damages that that she may suffer as a result of her tendering her services, within or with regards to the respective Family, and/or to the respective au pair program. In terms of this clause e), the agency cannot now nor ever be held liable by the au pair.
- The au pair agrees to congenially participate in the respective Family's activities, the cultural traditions, meals and social events of the family, and she will carry out her duties and responsibilities to the best of her abilities.
- The au pair will not allow any of her friends or relatives, at any time, into the Family's home, without prior arrangement and/or agreement, being reached, to do so, between the family and the au pair.
- While caring for the children the au pair agrees to behave in a good and proper manner, and to conduct herself in a manner that is acceptable to the Family, and in so doing taking into account the Family's respective values and morals.
- The au pair will NEVER physically and or psychologically, hurt, abuse or harm the Family's children in any way whatsoever. Should this occur, there will be immediate criminal charges brought against the au pair, together with any corresponding action for damages.

- The au pair will not smoke in the Family's home; nor will she smoke near to and/or in the presence of the Family's children.
- The au pair undertakes to NEVER pick up and/or provide transport to, any hitchhikers, while driving the Family's children from one destination to another.
- The au pair understands that the agency has the sole discretion upon whether to accept her application or to reject it.
- The au pair agrees that the agency and its respective staff will act on her behalf, in appointing her and/or placing her, and that none of them (the agency and its respective staff) will be nor can be held liable (in any manner whatsoever) by the au pair in respect of any loss, personal injury, damages, delays or expenses which may be suffered and/or incurred by the au pair as a result of any act or omission made by any member of the respective Family. Furthermore, the agency will not be held liable in any manner whatsoever, should the au pair suffer any loss, harm, personal injury or damages, in providing her services and duties for/to the benefit of the Family; and the same will be applicable if the au pair uses any other facility or service, arranged on the au pair's behalf, by the family and/or the agency.
- The au pair agrees to reimburse the Family for any harm, loss or damages caused to their household, property, motor vehicle and/or the Family's assets, as a result of the au pair's negligent and/or intentional actions. The au pair will be liable for the aforementioned damages and/or losses, should they occur, and furthermore she will be liable for any personal telephone calls made from the family's respective premises.
- Should the family not pay the placement fee due to Just Like Mom for the placement of the au pair, the au pair agrees to leave the respective family effective immediately and allow Just Like Mom to find them alternate employment.

Au Pairs Signature: _____

Date: _____

Just Like Mom Agent Signature: _____

Date: _____

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Date Of Interview: _____ Interview By: _____

Comments: _____

Families Interviewed

Comments

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |

Placed With Families

Date

Comments

- | | | |
|----------|-------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |

INDEMNITY BY APPLICANT



I, _____ (Full name, surname)

ID no: _____

Address _____

Has approached the following recruitment company:

Just Like Mom Au Pairs cc

I hereby authorise the above recruitment agency / the recruitment agency's duly authorised agent, namely I-Digital, to make my name, surname and identity number and or fingerprints available to the South African Police Services, and the following Tertiary Education Institutions.

Qualification	Institution	Year	Student No

I furthermore authorise i-Digital to conduct all background checks including but not limited to credit bureau searches, drivers licence, employment history, and any other relevant checks in the pre- or post-employment vetting process and where necessary to request the South African Police Services, Tertiary Education Institutions to furnish personal information regarding my criminal background, criminal history, previous convictions and / or any other relevant information such as is usually furnished by the Criminal Record Centre of the South African Police Service, and or Tertiary Education Institutions in this regard, to the above agency / the recruitment agency's duly authorised agent.

I furthermore unconditionally indemnify the South African Police Service, Tertiary Education Institutions and all its members, employees as well as the Government of the Republic of South Africa against any liability which results or may result from furnishing information in this regard.

I understand that it is a condition of the South African Police Service and Tertiary Education Institutions, that –

- (a) the information is furnished solely for the purpose of my proposed employment
- (b) any information furnished to the recruitment agency / the recruitment agency's duly authorised agent, will be disclosed to me for comments before a decision is made on my employment / application; and
- (c) the recruitment agency / the recruitment agency's duly authorised agent is responsible for verifying the accuracy, in every respect, of the information furnished by the South Africa Police Service.

Signed at _____ (place)

this _____ day of _____ (month) _____ (year)



CONSULTANT: Au Pairs cc

I-DIGITAL USERNAME: monique.stylianou

WITNESSES:

- 1. _____
- 2. _____

Signature of the applicant

Signature of parent or guardian (if the applicant is a minor)

PLEASE COMPLETE AND RE-FAX TO I-DIGITAL AT 086 6888 711

