



**Family Application Form**  
Please complete in black ink, write clearly

Thank you for choosing Just Like Mom as your Au Pair Agency! As soon as we have your completed forms we can get started in finding you the best possible Au Pair!!

**Family Details**

Surname: \_\_\_\_\_ Home Address: \_\_\_\_\_  
 Home Language: \_\_\_\_\_ Suburb: \_\_\_\_\_  
 Home Tel: \_\_\_\_\_

**Mothers Details**

Name: \_\_\_\_\_  
 ID Number: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Work Tel: \_\_\_\_\_

**Fathers Details**

Name: \_\_\_\_\_  
 ID Number: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Work Tel: \_\_\_\_\_

How Did you hear about Just Like Mom Au Pairs: \_\_\_\_\_

**Children's Details**

<u>Name</u>	<u>Gender</u>	<u>Age</u>	<u>School</u>	<u>Area of School</u>
1.	Male / Female			
2.	Male / Female			
3.	Male / Female			
4.	Male / Female			
5.	Male / Female			

Please provide below any other information that you feel may be relevant regarding your children (allergies, medications, disabilities, disorders etc):

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**Family Summary**

Please provide us with any additional information about your family that you feel may be relevant to us:

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**Au Pair Preferences**

Ethnicity: \_\_\_\_\_ Gender: Female / Male / No Preference  
 Language/s: \_\_\_\_\_ Religion: \_\_\_\_\_  
 Age Preference: \_\_\_\_\_  
 We would prefer a live-in/live-out Au Pair: LIVE-OUT / LIVE-IN  
 The Au Pair must have first aid: YES / NO  
 The Au Pair must have tertiary education: YES / NO  
 The Au Pair must have formal child care experience: YES / NO  
 Will you accept a smoker, provided they do not smoke around the children? YES / NO



Will you provide the Au Pair with a car?

YES / NO

What characteristics/personality traits would you like your ideal Au Pair to have:

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**Au Pair Requirements**

Au Pair Start Date: \_\_\_\_\_

Duration Needed: \_\_\_\_\_

Would you prefer to pay an hourly rate or a set monthly salary? \_\_\_\_\_

*\* Please see the suggested rates on Page 3*

We would be prepared to pay the Au Pair a rate/ salary of: \_\_\_\_\_

This rate will be inclusive of travel: \_\_\_\_\_

YES / NO

If not, travel will be reimbursed at: \_\_\_\_\_

**Au Pair Working Hours**

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Sunday: \_\_\_\_\_

Total Weekly Hours: \_\_\_\_\_

Estimated km's Au Pair would do weekly: \_\_\_\_\_

**Au Pair Duties**

The Au Pair would be expected to do the following (Please circle YES or NO):

Work during school holidays: YES / NO

Work on public holidays: YES / NO

Work on weekends: YES / NO

Work during December: YES / 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

Participate in family occasions: YES / NO

Occasional babysitting: YES / NO

Other: YES / NO

Please Specify: \_\_\_\_\_

**Job Summary**

Please provide us with any additional information on the job description that you feel may be relevant to us:

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## **Au Pair Remuneration**

The suggested hourly rates are as follows:

0-12 hrs worked per week	R60/ hr
13-20 hrs worked per week	R55/ hr
21-31 hrs worked per week	R50/ hr
31 hrs or more per week	R45/ hr

The above rates are not inclusive of travel, which is usually reimbursed at AA rates. Usually the family decides to include a travel allowance into the monthly salary but due to fluctuating petrol prices we suggest you reimburse the Au Pair at AA rates.

Please Note that the above is a guideline only. The salary is entirely at your discretion. Au Pairs generally earn between R40 – R70 / hour but many factors can be taken into account (Au Pair's age, experience, qualifications etc) when making your decision.

Over time work should be reimbursed at 1.5 x the hourly rate

Sundays & Public Holidays should be reimbursed at double the hourly rate

## **Just Like Mom Placement Fee's**

**Registration Fee's** – Please note that we do require an upfront non-refundable registration fee of **R200** before we begin processing the application. This is to cover all our administration costs and includes all adverts that we may have to place for you.

Just Like Mom offers 2 types of placement options, permanent or temporary placements

### **Permanent Placements**

This option is suitable for families who are certain of the hours they require an Au Pair. It is ideal for a period of 12 months or longer. An upfront once-off placement fee applies to this placement. It is calculated at a rate of 12 % (excl VAT) of the gross annual salary. Just Like Mom must negotiate an upfront monthly travel allowance between the family and Au Pair when choosing this option.

Example:

Monthly Salary: R2000.00 + Travel Allowance of R500.00

Annual Salary: R30 000.00

Upfront Placement Fee: R3600.00

### **Temporary Placements**

Should you require an Au Pair for less than 6 months, then we will charge an upfront once-off placement of 20% of the Au Pairs total salary for that period.

Should you require an Au Pair for more than 6 months but less than 12 months, then we will charge an upfront once-off placement of 15% of the Au Pairs total salary for that period.

**Just Like Mom requires fees are paid within 7 days from the date of invoice directly into our bank account. Please use your Surname and Family number as a reference.**

### **Our Bank Details are:**

Account Name:	Just Like Mom Au Pairs cc
Bank:	FNB
Branch Code:	251655
Account Number:	62183492067

## **TERMS AND CONDITIONS**

### **Fee Structure**

- The family agrees to pay Just Like Mom a non refundable administration fee of R200 excl VAT, this fee is payable upfront on completion of the preceding application document, attached hereto, which fee is also necessary in order to begin the placement process. This fee is valid for a period of 6 months.

**Just Like Mom JHB Email:**[info@justlikemom.co.za](mailto:info@justlikemom.co.za) **Tel:** +27 82 451 4920 **Fax:** 086 622 2960  
**Just Like Mom KZN Email:**[kzn@justlikemom.co.za](mailto:kzn@justlikemom.co.za) **Tel:** +27 83 354 2554 **Fax:** 086 518 1457



- For Permanent Placements a fee of 12% of the candidate's annual salary (with a minimum of R3500) is applicable within 7 days of confirmation of placement and not on au pairs start date.
- For Temporary Placements the family agrees to pay Just Like Mom within 2 days of date of invoice directly into the agencies respective bank account
- Failure to pay on time will result in a surcharge, a delay in engaging the Au Pair or in the placement of the chosen Au Pair with another family. If the fee remains unpaid on the Au Pairs start date a 15% surcharge on any unpaid placement fee will be payable on the unpaid fee. The Client will also forfeit their right to a replacement or refund.
- VAT is excluded from the fee schedule and will be levied at the rate ruling at the time of invoice

### General Terms & Conditions

- Interviewing a candidate from Just Like Mom will indicate acceptance of both the fee structure and terms & conditions
- All Just Like Mom candidates are covered by a 12-month exclusivity agreement. This provides that in the event of a candidate being employed within 12 months of the initial Just Like Mom-organised interview, the full placement fee will become immediately payable to Just Like Mom Au Pairs. The use of a third party to "recruit" a candidate, in order to avoid the payment of fees to Just Like Mom Au Pairs, will incur a similar charge, either to the third party, or to the client, should the third party demur acceptance of these conditions.
- The client is required by law to have a contract of employment with the candidate; Just Like Mom can assist you with one.
- Whilst Just Like Mom will take all reasonable care to ensure the suitability of the candidate, it is the Client's responsibility to satisfy him or herself before offering the position - **the final decision to accept the candidate remains with the Client** – who is, in our opinion, better placed than Just Like Mom to judge the suitability of an Au Pair for their family & situation.

### Replacements/Refunds

- **Should the Client cancel the contract prior to the start date** for whatever reason once the placement has been confirmed and the Au Pair has accepted the position, the Client will be refunded the placement fee minus R500 administration fee to cover work already carried out by the Agency
- **Should the Au Pair cancel the contract prior to start date** for whatever reason the Agency will endeavour to arrange a replacement and propose an alternative suitable candidate within 2 weeks. If the Agency cannot propose an alternative suitable candidate within that period, **the Client will be refunded in full.**
- Just Like Mom's quality guarantee extends for a period of 60 days from start date. If during this period, an au pair decides to leave her family, Just Like Mom undertakes to replace the candidate free of charge, provided that the placement fee was paid within 7 days of the date of initial invoice.
- Should the permanent contract of employment be terminated after the initial sixty (60) day period, but before the completion of twelve (12) months, a credit is passed to the employer for the period that the au pair did not work, provided a replacement is requested within fourteen (14) days of the previous au pair having left the permanent position.
- In the unlikely event that Just Like Mom is unable to replace the au pair within 60 days of the date of departure of the initial candidate, 50% of the clients initial placement fee will be credited.
- Should Just Like Mom not be given the opportunity to replace a candidate and/or make alternative arrangements via another source, this guarantee will be regarded as having been completely discharged and no fees will be credited. Neither will a refund be given if the Client no longer wishes to hire an Au Pair, regardless of the reason.
- Please Note that Just Like Mom Quality guarantee specifically excludes:
  - Retrenchment
  - Unfair dismissal
  - Illness and death
  - Breach of employment contract by the employer.
- Refunds can only be made to Clients having paid before the start date & where the Agency has received written notification within 48 hours stating that the employment has been terminated.
- Should a placement terminate after 60 days, the Agency is not obliged to offer a refund or free replacement. No refunds will be made on replacement Au Pairs.

### Liability Clause

- Just Like Mom acts as an intermediary only and is not the employer. The Client must ensure they are 100% sure of the suitability of the Au Pair prior to hiring them – Just Like Mom is not responsible if the Au Pair proves to be unsuitable. The choice of Au Pair remains the Client's decision. By submitting the application form, the Client accepts these terms and conditions, whether or not they sign the form and/or the conditions.
- Just Like Mom accepts no liability of any kind for any inconvenience, loss of or damage to property, or any loss or personal injury or death howsoever arising directly or indirectly from any act or omission of any applicant introduced by the Agency even if such an act or omission is negligent or fraudulent or reveals dishonesty.
- Just Like Mom will submit details of candidates with a valid driver's license for South Africa, but we are unable to guarantee the standard of the applicant's driving.

In the event of any dispute arising out of or relating to this agreement, such dispute shall be resolved in Pretoria, South Africa. The Customer shall be liable to the trust for all legal expenses on the Attorney Client scale of an Attorney and Counsel incurred by Just Like Mom Au Pairs in the event of (a) any default by the Customer or (b) any litigation in regard to the validity and enforceability of this agreement. The Customer will also be liable for any collection or valuation fees incurred. The Customer agrees that Just Like Mom Au Pairs shall not be liable to make payment of security into Court in terms of section 62 of the Magistrate's Court Act, as amended. The Customer hereby consents to the jurisdiction of the Magistrates Court. The Customer chooses Domicilium citandi et executandi for services of all documents and processes the address entered in. In the case of a customer owing funds to Just Like Mom Au Pairs, for whatever reason, the customer consents to default judgement being taken against him / her in terms of the section 58 of the Magistrates court act in the case of non performance.

**I, the undersigned, agree to the terms and conditions and have familiarised myself with these terms and conditions.**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_