

## Creating a strong Au Pair Application

Your Au Pair application is the first step towards becoming an Au Pair in the US. You should spend a lot of time on your application and make sure your application is as good as it can be. Think of it as an application for a job- just like your resume, your application is the first impression and first information a family receives about you. Based on your application they will decide whether or not you might be a good fit for them and whether or not they would like to interview you.

Below you can find a few tips for filling out your application.

Most of your application will be done online, however, step 4 (documents) requires you to get some paperwork filled out and to add those to your online application.

Your application consists of 5 steps:



- Step 1- Information about you, your skills, your experiences, your motivation and your preferences.
- Step 2- A letter to your future host family. This is the ‘heart of your application’ and you should spend a lot of time on this.
- Step 3- Your photo album should mainly include pictures of you with children (if you have permission of the the parents/guardians) but also of you, your family and friends and your hobbies.
- Step 4- References and documents are an essential part of your application. Try to include as many references and additional documents as you can to show your experiences and skills.
- Step 5- You will only be able to submit your application once all the required fields have been filled out and all required documents are uploaded. **It is not about submitting your application quickly but submitting a strong and complete application.**

Below you can find tips for every section of your application which will hopefully help you to submit a complete and very strong application which will make host families want to interview you.

## Step 1- My Application



- This part consists of 5 sections-make sure to fill them out carefully and to provide accurate and truthful information

## Job Preferences

The screenshot shows the 'Job Preferences' section of the application form. It includes the following fields and options:

- Like to be an:**  Au Pair
- Preferred country:** USA
- Which program do you prefer?:**  Au Pair Pro Program,  Standard Au Pair Program,  TutorCare Program
- Earliest date available:** 01 / 01 / 2020
- Latest date available:** 30 / 08 / 2020
- Duration:** 12 Months, 24 Months
- When do you have to quit your Au Pair time?:** 08 / 2022
- Preferred area (choose min. 2 options):**  Big City,  Suburb,  Town,  Village,  Countryside

**Program Type-** All Au Pairs have to select the *Standard Program*. For *TutorCare* and the *Au Pair Pro Program* make sure you familiarize yourself with the requirements and benefits before adding any of them.

**Availability-** This section is very important for host families as it tells them when you are available for placement. *Earliest available* should be the very soonest you could start your program. *Latest availability* is the very latest you can start your au pair program (e.g. as if you do not have found a host family by this a certain date you have to decide if you stay in your home country and start a job). You should at least have an availability of 6 months. The Au Pair Program has a minimum *duration* of 12 months and a maximum of 24 months. If you know you cannot stay 24 months, then select '12 months' to '12 months'. If you are open to extend you may select '12 months' to '24 months'.

**Your program End Date-** Please select the timeframe you can be an Au Pair in the US for. If you have a set date by when you have to be back in your home country (e.g. to attend university or return to your job) put the date here. If you don't, set it to however many months you are available (maximum duration) from your latest start date.

**Preferred Area-** It is most important is to be flexible. Your main focus should be on finding a great family who you feel comfortable with. Location should **not** be a reason to not match with a family. Be open to many locations to have a variety of families to choose from. However, if you know **for sure** you will not be happy e.g. in the countryside or in a big city then do not select it.

Age group you were willing to care for (choose min. 3 options) \*

<input type="checkbox"/> Newborns	<input checked="" type="checkbox"/> 1-2 Year	<input checked="" type="checkbox"/> 3-6 Year	<input checked="" type="checkbox"/> 7-10 Year
<input checked="" type="checkbox"/> 11-14 Year	<input type="checkbox"/> 15 Year+		

What is the maximum amount of children you would like to take care for? \*

Would you take care of children with special needs? \*

 Yes  No

Do you have experiences in taking care of special needs children? \*

 Yes  No

Do you accept to be placed with a single parent? \*

Would you join a family with pets? \*

 Yes  No

Would you take care of pets? \*

 Yes  No

If you have any other placement preferences we should know of, please describe them below:

**Age group-** You can only select age groups you want to work with that you have proven experience with (meaning for which you have submitted references for). If you e.g. have not submitted references with children who are between 1-2 years old, you **cannot** select that you want to work with them. Also, in order to work with *newborns*, you need to submit references over at least 100 hours with children between *0-6 months old*. In general if you want to work with *children under 2 years old*, you will have to submit at least one reference over 200 hours with children under 2 years of age (non-family members).

**Number of children to care for-** Be honest with yourself and only set the maximum number of children you want to work with to an amount that you have experience with and that you feel comfortable caring for at the same time.

**Special needs-** In the USA special needs can range from children with learning disabilities, attention deficit syndrome or hyperactivity to children with Down Syndrome, Autism or physical disabilities. Do not be afraid to tick the box that you are *willing* to work with special needs children- just because you tick this box does **not** mean that you will have to go to a family who has children with special needs! It just means that you are *open* to caring for special needs children and are willing to learn more about any specific family. You can then still decide whether or not you feel comfortable with it after interviewing. If you have experience with children with special needs please tick the appropriate box and specify what kind of special needs experience you have in 'additional care experience' (in section 2).

**Pets-** Most host families have at least one pet so being open to a host family with pets will make the number of families you might be placed in bigger. Au Pairs do not have to care for pets but if you are open to still do so and help out with pets (just as any other family member) please tick the appropriate box.

**Placement preferences-** This should **not** be any specific areas or cities you want to be placed in but any preferences you have in term of family dynamics or similar. Generally you should be open and flexible and get to know many different families so do not include too many preferences here (if any).

## Care Experience

- This section is very important to host families so make sure to share as much about your experiences as possible

The screenshot shows the 'Care Experience' section of an application form. It features a progress bar at the top with five steps: Job preferences, Care experience (current), Knowledge/Skills, Health Details, and Personal Data. Below the progress bar, there are two main sections:

**Age group you have experience caring for:**

Newborns None	1-2 Year Intermediate	3-6 Year A lot of	7-10 Year A lot of
11-14 Year Poor	15 Year+ Poor		

**What kind of experiences do you have in child care?:**

Changing Diapers Intermediate	Feeding Intermediate	Bathing Poor	Putting children to bed A lot of
Dressing A lot of	Preparing Meals A lot of	Reading books Intermediate	Tinkering None
Playing A lot of	Helping with homework Intermediate		

**Age group you have experience caring for-** Families are looking for Au Pairs who have experience with the age group of their own children so the more experience you have with the various age groups the better. For each age group you state you have experience with, you will have to submit a reference for. You need at least 2 non-family member references (see documents section) but can also include family member references in addition (please note that this is a separate reference form so make sure to select the appropriate form).

**In order to measure your level of experience, please use the following:**

- 0h of experience for 'none'
- 1-50h of experience for 'poor'
- 50-499h of experience for 'intermediate'
- 500+h of experience for 'a lot of'

**Experience in child care-** Please indicate what kind of experiences you have and what you have already done when taking care of children. Please be truthful and do not just select 'a lot of' for every category just because you think this is what host families want to see. The answers should always reflect your skills and experiences so host families know what you are already experienced with and what you might still need more assistance or help with.

Details of your experiences: \*

Experience and duration	Age and name of the children	Number	Gender	Total hours
Nanny 1-1-2019    ongoing	Anna, 2 years old	1	Female	1500
Babysitter 3-25-2019    1-1-2020	Tom 2y old, John 4y old	2	Male	400
Kindergarten teacher 8-15-2018    12-15-2018	Group in a kindergarten, 3-5 years old	10	Both	200
Tutoring 2-20-2019    ongoing	Homework help, group of children 7-10y old	5	Both	500

- Au Pair
- Babysitter
- Camp Counselor
- Coach
- Group Leader
- Internship
- Internship kindergarten
- Kindergarten teacher
- Nanny
- Nurse
- Salvict
- Teacher
- Tutoring

Have you been an Au pair abroad before? \*  Yes  No

What kind of experience do you have in house work? \*

Cleaning up A lot of	Ironing Poor	Doing laundry Intermediate	Vacuuming Intermediate
Baking Poor	Preparing Snacks A lot of	Cooking Intermediate	Gardening None

If you have any other care experience we should know of, please describe them below:

Special Needs Experience (Autism and Adhd)  
I did a Babysitter Course (Certificate included in my documents)

**Details of experience-** This is likely the first section any host family looks at to find out about your childcare experience. Make sure to include recent experiences and that you (if applicable) include a variety of experiences (e.g. not just babysitting but also tutor, internship, teaching experiences). If you babysat 2 children at the same time, make sure you also list them as one experience so families know you have experience taking care of multiple children at the same time. Also make sure to include the dates (at least month and year) and an approximate number of hours for each experience. Be truthful about this and do not up your hours just so it looks better.

**\*\*\*Be sure to select the appropriate type of experience** from the drop down menu and look up any words or difference between the types of experiences should you not be sure which one to select. E.g. many applicants struggle with the difference between babysitter and nanny, make sure you understand the difference and select the appropriate type of experience.

**Housework experience-** Au Pairs may do household chores that are related to the children. Due to this, and as you will be a member of the host family's household, families want to know how familiar you are with the different tasks. Also here- be truthful. Do not set everything to 'a lot of' if this is not the case.

**Other care experience-** This section is very important as it gives you the opportunity to add additional childcare-related experiences that you want host families to know about. This might be:

- The type of special needs you have experience with
- Additional childcare experiences that did not fit in the table above
- Any childcare related courses you may have taken (e.g. babysitter courses- make sure to include the certificates in your documents)

## Care Experience

➤ In this section you should list all your skills and display your areas of knowledge

Language skills

What is your native language? • German

How good is your level of foreign languages? •

Other languages	Level	Studied language for	Comments or certificate
English	Advanced (C1)	10 Year/s	Certificate.
French	Beginner (A1)	4 Year/s	Certificate.
Spanish	Elementary (A2)	2 Year/s	Certificate.

Driving skills

Do you have a driving licence? • Yes, with experience

Since when you are driving? • Feb 2008

How often do you drive? • Daily

You have experience with driving in: •

The City  The Countryside  The Motorway

You have experience driving a car with: • Manual and Automatic Transmission

**Language skills-** Select your native language in the first box. In the table, select English first and select your language level. Be honest about your English level- families will interview you and will give us feedback. So if you select an English level which is much higher than your actual level, host families and we, the agency, will find out sooner or later and it does not make a good impression and we may have to remove your application if you are not being truthful. So be critical but also do not be too critical about your skills. Also add additional languages, even if you might just be a beginner.

**Driving skills-** This is another very important section of your application and you should be absolutely honest and critical about your skills. *All Au Pairs need to have a drivers license* before they come to the US. Most host families need an Au Pair who can drive, but also for your free time it might be necessary for you to drive to get to places. You may have just obtained your license or you may barely drive -in this case please choose 'yes, no experience'. It is okay to be honest that you while you have a license your are not a strong driver yet. Also be honest about how frequently you drive. If you drive 5 days a week, do not choose daily just so it sounds better but rather select weekly. Do not try to make yourself sound more experienced than you are.

*\*\*\*Most re-matches happen because Au Pairs claim to be strong drivers but then when coming to the US turn out to be beginners.* So it is best to be critical and honest about your skills.

If you have been driving before you obtained your license already, you can add this to the additional skills field (see below).

## Additional knowledge and skills:

Did you attend a first-aid training?  Yes  No

What is your swimming level? \*

Intermediate

Are you able to ride a bicycle? \*

Yes  No

Can you do horse riding? \*

Yes  No

Do you play any musical instruments? \*

Yes  No

Do you play sports? \*

Yes  No

Volleyball

If you have any other areas of knowledge or skills, please describe them below:

I like doing arts and crafts.  
I am very organised and patient.

Please describe your hobbies: \*

Spending time with family and friends, playing volleyball, watching TV, spend time with my dog, arts and crafts, reading, to be outdoors.  
I like to be active but also enjoy staying at home and just watch TV.

**Instruments-** Even if you are no longer playing or if you have just started to learn an instrument- add it! You can always include additional information like 'I have just started playing' or 'I used to play the flute but have not played for a few years now'.

**Sports-** It is okay to say 'no' if you are not into sports. If you do practice any sports, please list them. This can be sports you do 'just for fun' or anything you might do or might have done more professionally. You can always add if you e.g. have been in a club or if you have done tournaments or you can also add that you just like to do it occasionally. Knowing what you like to do and how active you are is good to important for host families so they know if you are a good fit for their family and if you have similar interests or not.

**Other areas of skills or knowledge-** Here you can add if you, for example:

- Have already been driving before you have received your official drivers license,
- You have taken any additional courses such as lifeguard courses (always include the certificates in your documents),
- Any personal traits or skills that will help you for your time as an au pair (e.g. if you are very patient or creative).

**Hobbies-** This section might seem unnecessary but is very important to host families as they want to find an au pair who fits their (and especially their kids) lifestyle and interests. Whatever you like to do in your free time, list it here so families know if you e.g. like to be very active or if you are rather quiet and prefer to be at home. For any type of person and lifestyle there is a host family so do not try to list hobbies you think host families might like but describe what you like to do.

## Health Details

- This section is very straight forward and includes questions about your health. It is important that au pairs are healthy and able to perform all child related tasks



### Health & Medical information

Height •

Weight •

Tick the appropriate box if you are presently suffering from or have in the last 3 years had:

<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Norexia/Bulimia	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Depression
<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Asthma	<input type="checkbox"/> Migraine
<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> Hepatitis C	

If you have ticked any of the above, please give details including dates: (please consider the language requirements)

Do you have (or did you have in the last 3 years) any mental illness? •

Yes  No

Tick the appropriate box if you suffer from any allergies?

<input type="checkbox"/> Penicillin	<input type="checkbox"/> Insect Sting	<input type="checkbox"/> Hay fever	<input type="checkbox"/> Foods
<input type="checkbox"/> Animals	<input type="checkbox"/> Others		

If you have ticked any of the above, please give details: (please consider the language requirements)

Do you have any chronic or recurring illness? •

Yes  No

Are you currently taking any medication? (except birth control pill) •

Yes  No

Do you smoke? •

Do you have any special dietary considerations?

**Illnesses and allergies-** Make sure to check anything that applies and to explain any selections in the boxes below. If you used to have e.g. migraines but are now medicated and have not have any episodes for years, please still mention it and Agent Au Pair will determine if it needs to remain in your profile or can be removed before your application goes online.

**Medication-** You do not need to mention any birth control or acne medication you might be taking. This is for medication that regulates your general health. If you take any medication please speak to your doctor before coming to the US to see if you can take the supply for your time in the US or check if you are able to obtain the medication in the US. If you plan to get the medication in the US, please note that this is not covered under the insurance as it is a pre-existing condition so you will have to pay for it yourself.



## Personal Data

➤ Please enter all your personal carefully and accurately



### Personal information

Personal title *	<input type="text" value="Ms."/>
First name *	<input type="text" value="As in your passport"/>
Last name *	<input type="text" value="As in your passport"/>
Street address, house number *	<input type="text" value="Street"/>
Country *	<input type="text" value="Colombia"/>
State *	<input type="text" value="State"/>
City *	<input type="text" value="City"/>
Postal Code *	<input type="text" value="11111"/>
Telephone number (1) *	<input type="text" value="+57"/>
Telephone number (2)	<input type="text" value="+57"/>
Skype Id	<input type="text" value="Skype Id"/>
Date of birth *	<input type="text" value="01"/> <input type="text" value="01"/> <input type="text" value="2001"/>
Nationality *	<input type="text" value="Colombian"/>
Marital status *	<input type="text" value="Single"/>
Education *	<input type="text" value="University"/>

**First & Last Name-** Please enter your name exactly as it is in your passport.

**Contact Information-** Make sure to use the contact information for accounts that you frequently check and make sure that they sound professional as host families will contact you through them. If you do not have an Whatsapp account set up for your phone number yet, consider doing so as host families often use it to connect with Au Pairs.

**\*\*\*Once your application is online make sure to check your email and profile at least once every 24 hours** and to respond to host families as soon as possible (no later than 48 hours).

**Education-** Choose your highest level of education.

Current occupation *	Employed		
Religion *	No Religion		
Religion practice *	Never		
Do you have a valid travel document (passport or ID card)?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Do you have a clean certificate of good conduct?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<b>Family background</b>			
Do you have own children? *	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Do you have any brothers or sisters? *	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Name and age of your brother/sister	1 sister, named <u>Camila</u> , 24y old		
What is the profession of your parents? *			
Father's occupation	Mother's occupation		
Retired	Retired		
<b>Emergency contact</b>			
Contact person *	Contact number *	Email address	Relation to you *
<u>Luana</u> Rodriguez	0 0000000	Email address	Mother

**Occupation-** Write in English what you are currently working as. If you are in school, write 'student', if you are without a job, write 'unemployed'.

**Siblings-** Make sure to list all your siblings with their name and age. From this information host families get to see if you are from a small or a big family, if you might have additional experience from caring for younger siblings, if you are from a busy or a quiet household and so on. They can use this information to see if you might be a good fit for their family and would fit into their household.

**Parents profession-** Please make sure to write your answers in English.

**Emergency contact-** In case we need to reach someone should there be an emergency while you are in the US. It is best to choose a person who understands and speaks English well.



## Step2- Host Family Letter

- The letter needs to be in English and you should use proper spelling and punctuation to the best of your ability.
- Do **not** Google translate from your native language but write the letter in English yourself- it should reflect your level of English.
- Using paragraphs makes it easier to read your letter.
- Below is a sample letter from an Au Pair- do not copy it but use it as guideline on how to possibly structure your own letter- The letter should reflect your personality.
- The letter is extremely important to host families as this is the section where they can learn the most about who you are, what your lifestyle is, what your experiences are and if you would fit into their family so spend a lot of time on this section.

Dear Host Family,

Hello, first of all I would like to thank you that you take the time for read my letter. I would like to bring you closer to my life with this letter. I will try as best as possible to describe myself, my life, my family, my hobbies, my experiences, my wishes, dreams and future plans.

My name is XXX. I'm 25 years old and I'm from XXX. My friends, relatives, neighbors, colleagues say that I'm reliable, honest, respectful, helpful, hardworking, friendly, positive, open-minded, responsible, humble, compatible and polite. I think so too. I love so much spending time with children (all of them like angel and they raise my energy), older (they're so sweet) and animals (specially puppies). I love nature and I try to protect it. I never do anything to the other person that I don't want to be done to myself. I always try to empathize.

I have first aid certificate and also I got my driving licence 6 years ago. I'm an active and careful driver. I have certificate of participation of birth preparation and baby care education for to be experienced in babysitting. My English is between B1-B2 level and I have its certificate, but in practice I'm struggling a bit.

I was born in XXX which a beautiful coastal side town, the place where blue and green meet is called. I completed kindergarten, primary and secondary education in hometown. After, I went to high school in XXX. I studied Political Science and Public Administration at XXX University in XXX. I have been working as a market analyst for XXX for 2 years. I still live in XXX, alone, but my family often comes to me from hometown. I'm very lucky because I have a family like them. I love my family so much. Let me introduce my family. My mom's name is XXX. She is 62 years old and housewife. My dad's name is XXX. He is 63 years old and retired. I have one brother and one sister. My brother's name is XXX. He is 37 years old, accountant and married. My sister's name is XXX. She is 34 years old and construction technician.

My hobbies are listening to music, doing karaoke, singing, playing the guitar, watching movies while drinking coffee, swimming, playing the volleyball, cycling, reading books, cooking, going for walks on the beach, taking photos of the landscapes. When I was a 14 years old, I learned playing the guitar. Since then, I write songs and compose them. I started playing volleyball when I was 10 years old. I was at college team after school team too. I usually read personal development and psychology books. I occasionally also read books about politics, history and management, because of department I graduated.

Even when I was a little girl, I was looking after of my neighbors' and my cousins' children when their mothers had a job in the house or out. Seriously, my first babysitting experience was when my cousin's daughter XXX in was born. I looked after XXX, as a helper to her mother since the day she was born until the end of my summer vacation. After her mother's breast-fed, I used to burp the baby, change the diaper, put her to sleep. Her mother and I used to bath her. I used to fold up her stuffs, iron them. The following year, in the same time period, I started feeding her and we started playing with her age-appropriate toys because she was grown up.

When I was a senior at college, I started look after my neighbor's 2-year-old son XXX at weekends, and during the week when I didn't have a weekday class. I used to prepare his food, feed him. We used to watch cartoons, play with leggos and I used to read storybooks to him. I used to take him to the park when he was bored at home. I used to bath him, put him to sleep. We used to have a great time. Instead of going home during the summer holiday, I had preferred to looked after him.

While I work, I had a chance to looked after a beautiful baby named XXX. My workmate was looking for someone to take care of her baby, two days in weekday and on Sundays. I said I'd be happy to look after XXX. He was four months old when I started looking after. I used to burp the baby, change his diaper, put him to sleep. And as he was grown up a little bite more, I started feeding him with additional foods which his mother told me that was appropriate. I taught him to walk. We used to play with toys suitable for his age.

I worked as a child animator and I took part at theaters in shopping centers for Ramadan activities. We danced, sang, painted, played the games, organized a competition with kids. I told tales to them.

I want to be an au pair because first of all I like children very much and I like spending time with them. I'm really good at getting along with kids. I don't have a younger sister or brother and I've always wanted to have a younger sister or brother. So my wish from the kids and host family, don't take me as a foreigner and the accept me as a member of your family. I want to be a older sister who will look after the little kids. Also I want to improve my English for the academic education that I want to get in the future and I want to learn different cultures, meet new people, see new places, gain new experiences. I didn't ever travel outside of the country, if I can be an au pair, my dream of going abroad will come true.

Finally, I want to mention a little bit about my future plans. I'm thinking to complete my master and my PhD in the field of politics or management (maybe it could be a different field) then I want to work as a research associate in the university. Although I will continue as a hobby, achieving something by improving myself in the field of music is among my plans. I am looking forward to meet you and hoping that day is not so far. Hope to see you soon...

Yours sincerely,  
xxx

**Greeting-** As for any letter, make sure to choose a nice and friendly greeting and opening. Give the family the feeling that they *have to* continue reading and *want to* learn more about you.

**Who are you?-** Where are you from, what's special about your country or the area you live in, where do you live, do you live with your family or by yourself, how old are you, what is your personality like? Let them know who you are and what makes you, you.

**What is your background?-** What did you go to school for, what are you doing now, what are your future career plans? Describe your family- who does your family consist of, do you live together or see each other often, are you a close family, do they support your plans to become an au pair, do you have pets, do you have a boyfriend? The host family wants to learn about who you are and where you come from so let them know what your background is.

**Hobbies and interests-** Do you do any sports, do you play an instrument, are you active or prefer to be at home, do you like to be outdoors or prefer to go shopping in the city every weekend, do you like to read or rather watch TV, do you go to church regularly? Let them know what your free time looks like and what your lifestyle is like so the family knows if you are a good fit for them.

**Childcare-** This is of course most interesting for families so this can be detailed. Let them know what experiences you have with children. It can be with family members and with non-family members. Mention names, ages and what you did together. You can also mention what was difficult and what the good moments were that you had together. Describe the routines you had and the tasks you performed as well as what personality the child had. Show them how experienced you are and how much you like taking care of children.

**Why do you want to be an Au Pair?-** Let them know what your motivation is and why you applied to the Au Pair Program.

**What makes you special?-** This might be difficult but it is very important to let families know why they should choose **you** and not the other Au Pairs they also looked at.

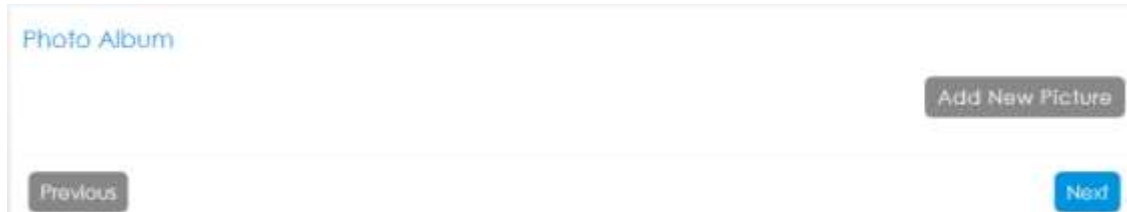
**Plans after you return home?-** You can also let the host family know what you plan to do after your Au Pair year. Maybe you plan to work, maybe you want to go to school or maybe you want to open your own day care?

**Thank you for reading-** Thank the family for reading your letter and let them know that you want to meet them soon.



## Step 3- Photo Album

- Host families love to see pictures, especially of you with children, so feel free to upload plenty of pictures.



**Pictures-** If you upload pictures with children please make sure you have the permission of the parents/guardians. You can also upload pictures of your life- so your hobbies, your family and friends, your pet and so on. Make sure that photos are appropriate- there should for example be no pictures of naked children, no pictures with alcohol or other inappropriate pictures which are not professional.

\*\*\*Please upload at least one picture of you with 1 or 2 children that can be used as a profile picture. Please also upload at least 1 picture of just yourself. You may also upload picture collages but you still need to have at least one separate picture of just yourself and one of you with 1 or 2 children so we can use them as profile pictures. Also please make sure that not too many pictures are using Snapshat filters or similar. We recommend about 5-10 pictures.

## Step 4- Documents

- Most documents are required and have to be added before you application can go online. Please read each document and have it filled out carefully. They should also be legible and in English.



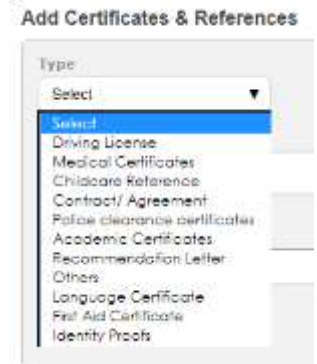
**My Downloads-** Here you can find the templates that need to be filled out and submitted. Please note that there are 2 different types of childcare references. The first reference is only to be used for references of non-family members. The second reference is only for family members.

## Required documents:

- 2 Childcare References from **non-family members**
- 1 Personal/Character Reference,
- Physician Report (to be filled out by your doctor),
- Signed Agreement,
- Police Clearance Certificate (should be recent),
- Academic Certificate (High school or higher),
- Driver License (can be submitted later if your are currently obtaining it),
- Color Code Personality Test Results (can be submitted later),
- Copy of the picture page in your passport.

**Additional documents-** If you have additional documents such as first aid training certifications, certifications from childcare related courses you completed, language certificates, additional references from family members or any other documents that you think will show host families what kind of skills you have, they should be uploaded as well.

**\*\*\*Note:** Please make sure to always select the appropriate type of document from the dropdown for each of your uploads.



## Step 5- Send Application

- Please make sure to only submit your application when it is complete and when you are 100% satisfied with how it looks.
- *Once your application is submitted it will be locked for editing so you cannot make any changes anymore but will always have to request Agent Au Pair to make them for you which is time consuming.*



Summary of your au pair application

1. My Application (green circle)    2. Hostfamily Letter (red X)    3. Photo Album (green circle)

References/ Documents

- Essential documents (without these documents your application cannot be send to us and we cannot start the matching process)
- Essential documents (these documents are required but can be handed in later)
- Additional documents (these documents are not required, but often improve the quality of the application)
- Uploaded

In the first section you will be shown a summary which lets you know what parts of your application are complete and which ones you still have to work on before being able to submit your application. You will also be shown a list of the documents with a symbol next to each one so you also know if you have uploaded all the required documents or not.

I hereby apply for the Au Pair Program.

Submit Application Description

My Application is Completed

Yes  No

If not completed

Describe which documents are not completed (and when do you send them to us)

Do you have some questions or queries?

Discount Code

I agree to Terms & Conditions and Privacy policy.

Send

The second section will ask you to confirm that your application is complete. You can also add comments to let Agent Au Pair know which parts are not complete yet and when you will send the remaining information to us.

**Questions and queries-** In this box you can add any additional comments or questions. If you are working with an agent in your home country, please add the name of the company and the name of the person you are working with so we can connect with them. If you are not yet working with an agent in your home country we will connect you with one of our partner agents, should we have one in your home country.

After agreeing to the Terms, Conditions and Privacy Policy you may hit 'send' to submit your application to us.

Agent Au Pair will review your application and will contact you as soon as possible.

## Video Application

Please note that Agent Au Pair requires every applicant to also submit a video application. This can be submitted at a later point but ideally will be submitted right after the your profile is completed. Families often watch the videos first so make sure the family gets to know you very well and gets an idea of who you are and what experiences you have. Your video *should not be longer than 5 minutes.* You can check out our Agent Au Pair YouTube channel to get an idea of what other Au Pairs did for their videos but please do **not** copy ideas but make a video that shows who you are! You will have to submit your video file to either your agent in your home country or if you are not working with an agent you can submit it directly to Agent Au Pair and we will add it to our application.