



Välkommen till Cultural Care Au Pair!

Vad kul att du är på väg att söka som au pair med oss! Här följer ansökninghandlingar och sist i dokumentet följer instruktioner till ansökan. Läs igenom instruktionerna innan du börjar med din ansökan, där finns värdefulla tips och råd. Skicka sedan in din ansökan till oss och du kan vara på väg mot ditt livs äventyr i USA!

Ring oss gratis på 0200-77 00 00 eller kontakta din Rekryteringsledare om du har frågor, vi hjälper dig gärna!

Bästa hälsningar,
Cultural Care Au Pair

Instruktioner till ansökningshandlingarna

OBS! Läs igenom dessa papper innan du fyller i din ansökan!

Som au pair kommer du att bo i en värdfamilj och ta hand om deras barn. Din jobbansökan utgör grunden för din placering. Se därför din ansökan som ett tillfälle att berätta för familjen vem du är och varför de ska välja just dig som deras au pair. Det lönar sig om du lägger ner tid och arbete på din ansökan!

Var god och läs igenom dessa instruktioner innan du börjar fylla i dina ansökningshandlingar! Instruktionerna är till för att hjälpa dig att undvika att göra fel och därmed slippa skriva om.

Allmänna instruktioner

Skriv så fint, positivt och fullständigt du kan. Kom ihåg att det är många au pairer som ansöker. Betrakta därför ansökningshandlingarna som ett konkurrensmedel för att visa värdfamiljen att du är den rätta för dem!

Du måste fylla i ansökningshandlingarna själv. Skriv prydligt med svart bläck (så att det syns väl när vi kopierar eller scannar din ansökan). Om du gör fel eller om ditt formulär blir kladdigt är du välkommen att ringa oss så kan vi skicka nya ansökningshandlingar via post eller e-post. Du kan även ladda ner dem från vår hemsida, www.culturalcare.se. **Vi kan inte godkänna en kladdig ansökan eller en ansökan som har någon del ifylld med blyerts.**

Alla frågor är viktiga och du måste svara ärligt och uppriktigt på alla frågor.

Om du behöver mer utrymme kan du använda ett extra papper, var bara noga med att hänvisa till frågan du svarar på. Om du skickar med extra papper skriv t ex "see enclosed paper" på själva ansökan och skriv sedan vilken fråga det gäller på det bifogade bladet. Skriv ditt namn på alla extra blad.

Ta en kopia på din ansökan innan du skickar den till oss! Behåll kopian ifall något skulle komma bort i posten. Själva ansökan vill vi ha i original. betyg, diplom och liknande bör vara kopior.

Matching Sheet

Rutorna i högra hörnet, AP number, Regional Manager/Agent och raderna under "To be completed by interviewer" lämnar du blankt.

Kryssar du i att du har du pojk-, flickvän nämner du det även i ditt personliga brev till familjen där du förklarar hur ni ser på att vara ifrån varandra ett år.

Många amerikanska familjer är av en annan religion så kryssar du i "no" på att bo med annan religion försvinner många familjer. Kryssa hellre i "yes" och skriv "as long as I don't have to go to church, as long as the family doesn't have special food habits" etc på "comments".

OBS! När du väljer vilken yngsta ålder du kan tänka dig att barnen i din framtida familj får vara, tänk då på att du inte FÅR ta hand om barn yngre än 2 år om du inte har 200 timmars erfarenhet av detta inskaffad efter att du själv fyllde 15 år.

Ansökningshandlingarna sid 1

1) Sätt fast ett glatt och leende foto. Ingen värdfamilj vill ha en ledsen au pair till sina barn. Om du har piercing är det en fördel om du avlägsnar dem vid fotograferingen och även under din vistelse i USA, då de flesta av värdfamiljerna önskar en au pair utan piercings. Det är viktigt att du skriver ditt namn **som i passet** så det blir rätt i dina visumhandlingar och flygbiljetter mm

2) Country code, dvs landskoden för Sverige är 46. Area code är riktnumret. Du skall ta bort första nollan i riktnumret Exempel: 011-46-40-444 777. E-mail address: Om du inte har en e-post adress bör du skaffa en innan du ansöker så att vi och din blivande värdfamilj kan kommunicera med dig via e-post.

3) Denna information hittar du i ditt pass. **Viktigt! Om du inte skriver exakt det som står i ditt pass kan det bli problem med din visumansökan och flygbiljetten!** På city of birth ska du skriva den ort/församling som står i passet och inte den stad där du föddes.

8-9) Secondary Education = Gymnasiet.



Ansökningshandlingarna sid 2

14) Om du ännu inte tagit körkort lämnar du frågan om när du fick körkort obesvarad tillsvidare (du måste i de allra flesta fall ha körkort innan du åker) Fyll i all övrig information även om du inte har körkort ännu, utgå i så fall från det du hittills övningskört. Du skriver endast i att du varit med om en bilolycka ifall du körde och orsakade olyckan! Glöm inte att fylla i när du började övningsköra

15) Denna fråga är mycket viktig! Om du skriver att du inte röker kommer familjen att tro att du inte kommer att röka en enda gång. Om du är rökare och familjen tillåter dig att röka utomhus innebär det att du inte får lämna barnen ensamma för att gå ut och röka. Det är få familjer som accepterar rökare. Om du är rökare bör du veta att det kan ta tid för oss att hitta en familj åt dig. Har du svarat ja på denna fråga vill vi att du **skriver om detta i ditt personliga brev** där du förklarar att du inte kommer att röka i närheten av barnen etc.

17) Om du skrivit ja, ska du skriva en kort förklaring och beskrivning av tatueringen/piercingen samt om du kan tänka dig dölja eller avlägsna den när du arbetar med barnen. Skriv även om detta i ditt personliga brev. Förklara även där ifall du kan tänka dig att t ex ta ut din piercing under ditt au pair år, om du kan dölja din piercing/tatuering med kläder, förklara att du inte kommer att uppmuntra barnen till att göra en piercing /tatuering. Bifoga en bild av din tatuering men tänk på att en närbild får den att se större ut, ta därför bilden på avstånd.

19) Om "Yes" är ifyllt måste du alltid ge en förklaring.

23) Skriv alla din intressen och vad du tycker om att göra. **Ju fler desto bättre!** Skriv gärna om du t ex tagit musiklektioner som mindre. Försök att komma på något att skriva under varje rubrik, det gynnar din ansökan! Bifoga ett extra blad till din ansökan om du inte får plats med svar på denna fråga i formuläret.

25) Kan du simma 1000m klassas du som en strong swimmer.

Ansökningshandlingar sid 3

26 a) **Detta är den viktigaste frågan i hela ansökan!** Att räkna ut hur många timmar man suttit barnvakt upplevs ofta som svårt och lite krångligt så vi har bifogat ett papper som heter "Child Hours Worksheet", som du hittar sist i detta häfte, där du får chans att kontrollräkna och testa. Börja med att fylla i detta övningspapper. **Detta papper behöver du inte skicka in utan är bara för att hjälpa dig.**

Förklara vilka barn du har tagit hand om, namn, kön, ålder när du började ta hand om dem och när du slutade. Kryssa också i om du var ensam med barnen eller om du arbetade med någon annan. Du får kryssa i båda om det har varierat. Om det är en hel grupp barn du varit med så räcker det med att skriva hur många barn det var, t ex "group of x children". **Till höger fyller du i när du började respektive slutade. Om du fortfarande tar hand om några av barnen kan du skriva "ongoing" istället för ett datum då du slutade. Skriv sedan hur många tillfällen per månad du passade barnen samt hur många timmar per tillfälle du tog hand om dem. Specificera sedan om ett visst antal timmar gällde för barn under två år. Du måste svara på alla rader och göra en uppskattning av antalet timmar. Du MÅSTE räkna ut detta och ett sätt att göra det på är att räkna så här: hur många månader totalt har jag varit barnvakt? I snitt, hur många gånger per månad? Hur många timmar per gång? Sen multiplicerar du detta och får fram antalet timmar. Skriv inte 5-7 h, det ska i så fall stå 6h. Skriv exakta tal!** Det krävs totalt 200 timmar för att du ska kunna söka till programmet. **Skriv ner all barnerfarenhet du har, även om du har suttit barnvakt åt dina syskon.** Använd en ruta för var och en av dina erfarenheter med barn. Använd extra blad om du har fler barnerfarenheter än rutor. Ju mer erfarenhet, desto bättre! OBS! Dubbelkolla med din referens att ni är överens om ungefär hur många timmar per månad erfarenheten gäller. Vi dubbelkollar dina timmar med dina referenser!

Detta är ett exempel på hur det skall se ut:

I. Information about the children:

Name of the children:	Sex (M/F):	Age started (year and months):	Age stopped/ongoing:
Anna	F	4y 2m	6
Johan	M	1y 3m	3

When and how often did you take care of these children?

Started (month/year or dates):	Sept.	month	2004	year
Ended (month/year or dates):	Ongoing	month		year
Average number of days per month?			4	days
Average number of hours per day?			5	hours
(Total number of hours for this experience:			800	hours)
Were any of these children under the age of 2?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how many hours did you care for them?			180	hours

När du räknat ut timmarna på övningspappret för du över uppgifterna till fråga 26, **Childcare information**, i ansökan. Där behöver du inte skriva "Total numbers of hours for this experience".

Type of childcare – börja med att förklara om det är barnpassning, dagis-erfarenhet eller dylikt.

Reference name – där skriver du namnet på personen i fråga som har skrivit en "Child Care Reference", dvs barnreferens åt dig.

Beskriv i detalj vad du har gjort med barnen: om du har lagat middag åt dem, läst sagor, lekt utomhus, kört dem till skolan, tagit dem till lekparken. Försök vara kreativ! Familjen kommer att försöka föreställa sig hur du skulle vara med deras barn.

Se exemplet nedan:

Please describe what you did while you cared for the children and whether or not you were alone with them:

I took care of Anna and Johan when their parents worked late. I picked them up from daycare and made dinner for them. We played with their toys and we also went to the park. In the evenings I gave them a bath and made them ready for bed. I was alone with them most of the times.

OBS! För varje erfarenhet du angett på denna sida ska du be någon intyga dessa timmar. Detta gör du genom att be t ex **mamman** till barnen du suttit barnvakt åt, din **arbetsgivare/kollega** på dagiset där du praktiserat etc fylla i ett "**Child care reference**" **papper**. Om du absolut inte kan få tag i någon referens går det bra att skriva "no ccr" på raden för reference name, men tänk på att ju fler referenser och desto fler timmar du kan få, desto större är chansen att du blir matchad med en värdfamilj. OBS! Kom dock ihåg att vi **MÅSTE** ha referens på minst 200 h!

Ansökningshandlingar sid 4

I den sista rutan (fortsättning på 26a) ska du ännu tydligare specificera vilka sorts sysslor du gjort med barnen du arbetat med. Om du har andra/ fler erfarenheter än detta bifoga gärna ett extra blad.

26b) Här fyller du i vilken typ av barnomsorg du kommer att tillhandahålla fram till dess att du åker. Om du inte ska ta hand om barn något mer innan avresa kryssar du bara i "no".

27a) Här anger du om du kan tänka dig att passa barn med speciella behov. Du får ta hand om barn med speciella behov även om du inte har erfarenhet av detta, så länge värdfamiljen tycker att det är okej." Speciella behov" kan innebära både fysiska handikapp och förståndshandikapp/ADHD eller liknande.

28) Här gäller det att inte vara blygsam. Om det är något du är bra på, skriv det! Du kan skriva nästan vad som helst här; Om du är bra på någon sport, kan första hjälpen, är bra på att baka eller laga mat, eller skriv något personligt du har gjort och är stolt över.

31-33) Svara så utförligt du kan på alla tre frågorna. Här har du chansen att sticka ut och ge personliga svar i ansökan!

OBS: Glöm inte att signera och datera i bläck!

Personligt brev:

Skriv för hand eller via dator på separat papper, gärna ett fint brevpapper, **måste dock vara i A4 format**. Använd din fantasi och var kreativ! Tänk på detta brev som ett säljbrev som ska få värdfamiljen att vilja ringa upp dig och prata med dig på en gång. Här har du chansen att visa vem du verkligen är, se därför till att inte bara upprepa information från ansökan. Tänk efter vilken information du skulle finna värdefull om du skulle anställa en au pair till dina barn. **Kontrollera att brevet innehåller följande:**

- Personlig information där du berättar om dig själv, din familj, staden du bor i, dina vänner etc. Tänk på att familjen redan läst i din ansökan vad du heter, din ålder, var du bor och så vidare. Berätta här sådant de inte vet med betoning på vem du är som person.
- Beskriv din personlighet, dina intressen och din vardag.
- **Svara på frågorna varför du vill åka som au pair**, varför en värdfamilj ska välja just dig som sin au pair, samt varför du tycker om barn och vad du upplevt när du tidigare passat barn. Berätta gärna en rolig händelse som du upplevt tillsammans med barn du tagit hand om.
- En trevlig avslutning på brevet med din signatur. **Om du skriver via dator kom ihåg att skriva under brevet för hand.**

Child Care Reference/Personal Reference

1. Du måste ha referenser på totalt minst 200 timmars erfarenhet av barn, och vi ser gärna att ca 100 timmar av dessa är från det senaste året men det är inget krav. Ju mer barnerfarenhet desto bättre, skicka in referenser på alla de erfarenheter du har! Jobbar du ihop fler barntimmar efter att du skickat in din ansökan, komplettera gärna med referens för dessa.
2. Totalt måste **du minst ha tre referenser från personer du inte är släkt med, varav en av dessa gärna ska vara barnreferens.** Om din barnreferens är från en släkting, måste du därför ha 3 personliga referenser utöver din barnreferens. Barnreferenser från icke-släkt väger tyngre än från släktingar, så försök därför få barnreferenser från så många personer som möjligt. Ju fler barnerfarenheter/barntimmar desto bättre **En barnreferens väger tyngre än en personlig referens!** Om en person är din referens för barntimmar ska inte samma person vara din personliga referens.

Minimikravet är alltså en "Child Care Reference" och två "Personal Reference", om barnreferensen är släkt behöver du ytterligare en referens, dvs antingen totalt två Child Care Reference och två Personal Reference, alternativt en Child Care Reference och tre Personal Reference. Tänk på att vi endast kan räkna med den erfarenhet som kan styrkas av en referens så ju fler barnreferenser desto bättre!

För dina barnreferenser och andra referenser använder du dig av de blad som heter "Childcare Reference" och "Personal Reference". **Referenspersonerna måste själva fylla i samtliga frågor i bläck! OBS En referens som inte är ifylld på en Cultural Care-blankett räknas ej!** Värdfamiljerna läser referenserna väldigt omsorgsfullt när de väljer au pair. De vill veta hur andra ser på dig och varför de litar på dig. Be dina referenspersoner att besvara frågorna så fullständigt som möjligt. Det är personen som ger referensen som måste skriva den och skriva under den. **Du kan alltså inte skriva den och be referenspersonen skriva under, eller skriva under för referenspersonen. Be referenspersonen skriva på engelska. Om personen vill svara på svenska är det okej, men du måste då översätta på ett annat papper. Översätt dock inte deras signatur. Informera referensen om att vi ringer och dubbelkollar alla referenser, innan vi kan anta dig. Därför är det bra om de lämnar telefonnummer där de allra enklast kan nås.**

Fotokollage

- Fotokollaget är en väldigt viktig del av din ansökan, var så kreativ som möjligt! Tänk också på att familjen letar efter en person som ska ta ansvar för deras barn och vara en förebild. Be gärna någon i din omgivning som själv har barn att titta på fotokollaget innan du skickar iväg det för att höra deras intryck. De foton som är av intresse för familjen är **foton av dig tillsammans med barn** du har tagit hand om. Låt dessa kort stå i fokus även om bilden från ditt hem och din familj är ett bra komplement. Tänk på att du söker ett jobb och att du ger ett bra intryck.
- Sätt fast foton (minst 5-6 foton, men gärna flera) på A4 papper (inga lösa foton) eller gör ditt fotokollage på datorn och printa ut det i färg. Vi scannar ansökningarna, därför är det viktigt att fotokollaget är på **vitt/ljust A4 papper**. Du får mer än gärna måla/dekorera fotokollaget, var kreativ. Berätta till sist vilka som är med på bilderna.



Personal Health Information

Fyll själv i Personal Health Information, du går inte till en läkare med detta. **Viktigt att du kryssar i alla barnsjukdomar mm du haft! T. ex chicken pox = vattkoppor.** Tag en kopia av hälsointyget och skicka in originalet tillsammans med resten av dina papper. Vid alla frågor där du kryssat ja på bör du ange när du hade sjukdomen och eventuellt om det är något som påverkar dig idag. Detta skriver du på other comments. Om du lider av någon sjukdom eller nyligen behandlats hos läkare/psykolog kan vi behöva intyg från den behandlande läkaren. När du har blivit antagen till programmet kommer du att få ytterligare ett hälsointyg (Physician's Health Evaluation) som ska fyllas i av en läkare. **OBS detta intyg får inte vara äldre än 3 månader när du åker till USA.**

Agreement form

Det är ditt au pair-avtal. Läs noga igenom det och skriv sedan under och datera på baksidan. Bifoga det tillsammans med din ansökan. Alla värdfamiljer skriver på ett liknande avtal.

Polisregisterutdrag

Du måste skicka in ett **originalutdrag** från polisregistret till oss. Använd bifogat formulär och beställ utdrag från Rikspolisstyrelsen. Vanligtvis tar det några veckor innan du får utdraget. Skicka därför efter det så snart du har bestämt dig för att åka som au pair. Vi måste få det senast en månad före din planerade avresa. Kostnaden för att få utdraget är 172 kronor vilket ska **betalas till Rikspolisstyrelsen i samband med att du skickar dem beställningsformuläret (OBS dvs förskottsbetalning).** Om du har någon prick i registret kan vi inte anta dig till au pair-programmet. Utdraget bör inte heller vara äldre än 3 månader vid avresa. **Du kan skicka in din ansökan innan polisregisterutdraget har kommit och så kompletterar du med det i efterhand.**

Checklista för ansökan

Detta är din jobbansökan och din chans att lyfta fram dina starka sidor och erfarenheter! Är hela ansökan skriven i bläck? Har du svarat på alla frågor? Har du skrivit under på alla ställen där det anges? Gå igenom ansökan en extra gång och kryssa för så att allt är med.

Följande papper ska vara med. Dubbelkolla att allt är korrekt ifyllt!

Matching sheet

- Har du fyllt i "Yes" på other religion? Tänk på att du annars begränsar ditt urval av familjer.
Skriv hellre kommentarer: "as long as I don't have to participate" etc.
- Har du skrivit under?

Ansökningshandlingar sid 1

- Har du klistrat på ett trevligt, glatt foto?
- Fråga 1. Stämmer ditt namn med namnet som står i ditt pass?
- Fråga 3. Har du dubbelkollat att du skrivit den födelseort som står i ditt pass?

Ansökningshandlingar sid 2

- Fråga 14. Har du fyllt i all information kring "driving"? Gör detta även om ditt körkort inte är helt klart. Utgå i så fall från det du hittills övningskort. **Du skriver endast att du varit med i bilolycka om DU kört bilen vid olyckan.**
- Fråga 23. Har du skrivit något under alla rubriker på "Interests and Hobbies"? Försök att komma på något du gillar att göra inom varje område. Detta stärker din ansökan!
- Tänk på att om du kryssat ja på **smoking, piercing, tattoo eller car accident** behöver du skriva om detta i **ditt personliga brev! Bifoga även en bild på din tatuering, har du piercing som sitter i ansiktet bifoga även en bild på den/dem.** Har du kryssat ja på någon av **sjukdomarna (fråga 19)** behöver **du skriva om detta på ett separat papper** samt **kontakta oss** för att ta reda på om du ev. behöver bifoga intyg från läkare.
- Fråga 25. Kan du simma 1000 m är du "strong" swimmer

Ansökningshandlingar sid 3

- Har du fått med alla dina barnerfarenheter, även inom släkt och familj?
- Har du dubbelkollat så att du skrivit ett snitt antal tillfällen per månad samt snitt antal timmar per gång?
OBS! Inga cirkatal eller "5-7 hours" skriv exakta tal!
- Har du kontrollerat att din referens intygar det antal timmar du angett?
- Har du räknat ut om och i så fall hur många timmar barnen du passat varit under två år?
- Har du fyllt i raderna under boxarna där du anger vad du gjort för aktiviteter när du passat barnen?

Ansökningshandlingar sid 4

- Har du signerat och daterat?

Personal letter

- Har du skrivit om ev pojkvän, bilolycka, piercing/tatuering samt rökning?
- Har du berättat varför du vill åka som au pair och varför du tycker om barn?
- Har du skrivit under för hand?

Referenser

- Har du fått med minst tre referenser totalt som du INTE är släkt med? (kan vara både childcare- och personal reference)
- Täcker någon/några av referenserna tillsammans 200 h barnerfarenhet?
- Har referensen SJÄLV fyllt i pappret i BLÄCK samt skrivit under?(vi accepterar inga referenser i blyerts!)
- Stämmer datumen, barnens ålder etc med den information du angett på sid 3-4?

Fotokollage

- Har du bifogat ett fotokollage?
- Dubbelkolla att du fått med bilder på dig tillsammans med barn samt att inga bilder är olämpliga att visa för värdföräldrar.

Personal Health Certificate

- Har du skrivit vilket år du haft ev sjukdomar? (om du kryssat ja på någon)
- Har du gett information kring eventuella sjukhusvistelser etc?
- Din hälsa bör vara "excellent" om du inte lider av några kroniska sjukdomar
- Har du signerat och daterat?

Eventuella Diplom och intyg

Om du har gjort något du är riktigt stolt över och vill visa värdfamiljen kan du även bifoga diplom och intyg. Värdfamiljerna uppskattar detta. Tänk på att översätta dessa papper till engelska. Skicka kopior, inte original.

Detta kan du komplettera med i efterhand, dock så snart som möjligt:

- Polisregisterutdrag.
- Kopia av avgångsbetyg.
- Kopia på ditt körkort.

Sist men inte minst...

Gå igenom din ansökan. Läs och tänk efter. **Skulle du välja den här au pairen om du var en värdfamilj?**

Vi önskar dig lycka till! Tveka inte att höra av dig med frågor om din ansökan!

Cultural Care Au Pair

www.culturalcare.se

0200-770000



Cultural Care
Au Pair

Childcare Hours Worksheet

This sheet is a tool to help you count how many childcare hours you have before you fill in your application. Here are some helpful hints:

A. Try to remember any experiences caring for children. This could include:

- Babysitting your little brothers/sisters
- Coaching sports for kids
- Babysitting other relatives
- Tutoring
- Babysitting for neighbors
- Anything similar where you had some responsibility for kids
- Volunteering at a childcare center or kindergarten

B. Did any of these experiences take place with children under 24 months old? If so, make sure you clarify that. This is very popular experience with host families!

C. Once you have remembered your experiences, fill in this worksheet:

1. Information about the children:

Name of the children:	Sex (M/F):	Age started (year and months):	Age stopped/ ongoing:

When and how often did you take care of these children?

Started (month/year or dates): _____ month _____ year
Ended (month/year or dates): _____ month _____ year
Average number of days per month? _____ days
Average number of hours per day? _____ hours
Total number of hours for this experience: _____ hours
Were any of these children under the age of 2? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how many hours did you care for them? _____ hours

2. Information about the children:

Name of the children:	Sex (M/F):	Age started (year and months):	Age stopped/ ongoing:

When and how often did you take care of these children?

Started (month/year or dates): _____ month _____ year
Ended (month/year or dates): _____ month _____ year
Average number of days per month? _____ days
Average number of hours per day? _____ hours
Total number of hours for this experience: _____ hours
Were any of these children under the age of 2? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how many hours did you care for them? _____ hours

3. Information about the children:

Name of the children:	Sex (M/F):	Age started (year and months):	Age stopped/ ongoing:

When and how often did you take care of these children?

Started (month/year or dates): _____ month _____ year
Ended (month/year or dates): _____ month _____ year
Average number of days per month? _____ days
Average number of hours per day? _____ hours
Total number of hours for this experience: _____ hours
Were any of these children under the age of 2? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how many hours did you care for them? _____ hours

Great! **Now you will include all of this information** except the total childcare hours in the Childcare Information section of your Au Pair Application. You will need to get references for at least 200 childcare experience hours worth of these experiences (preferably more). At least three references (including childcare references covering 200 hours) must be written by people not related to you. You may include additional references from family members in addition to these 3 non-related references.



For Cultural Care office use only			
Group arrival:	Au Pair reference number	Regional Manager	
Gateway:	Infant:	Max # of children:	Embassy city/visa application:

Matching Sheet

First name: _____ Last name: _____
As written in passport As written in passport

To be completed by the Au Pair

- When is your ideal departure date (DD/MM/YYYY)? _____
- Would you consider leaving earlier if we find you a suitable host family? Yes No If no, why not? _____
- Are you planning a holiday/vacation before you leave? Yes No
 If yes, please indicate when and where we can reach you while you are away: _____
- Your civil status: Unmarried Married Divorced Other _____ Do you have children? Yes No
- If unmarried, do you have a boy/girlfriend? Yes No If yes, how will you deal with being apart for an entire year? _____
- Would you accept living in a family of a different religion than yours? Yes No Comments: _____
- Would you accept living in a family of a different race? Yes No Comments: _____
- Would you accept living with a single mother or a single father Comments: _____
- We do occasionally get host families who are same sex couples. Would you consider living with one? Yes any Yes, female couples only
 No Yes, male couples only
- Please indicate the age range you are willing to consider in a host family (choose one):

Ages:

- *0 months and older
- *12 months and older
- 2 years and older
- 4 years and older
- 8 years and older

** Note: To care for children under 2 years, you must have 200 hours of experience caring for children under 2 years.*

Comments: _____

- Do you already have a host family in the USA? Yes No If yes, please specify: Family: _____ State: _____
 Contact information: _____
- Do you have any professional experience and/or educational degree in childhood education or health? Yes No
 If Yes, please describe: _____
- Have you ever been convicted of a crime? Yes No If Yes, for what and when: _____
- Have you ever been an au pair in the USA on a J-1 visa before? Yes No Comments: _____
- Do you or your parents hold U.S. Citizenship? Yes No Comment: _____
 Other comments (Please add any other information that is important/useful when matching you): _____

I hereby certify that all of the information provided to Cultural Care (registered business name of International Care, Ltd.) in this application is true and complete.

Au Pair signature _____

Date (month/date/year) _____

To be completed by interviewer

Overall English level: _____. List total number of child care hours you have verified _____. List number of infant qualified hours you have verified _____.

Interviewer name (print) _____

Signature _____

Date (month/date/year) _____

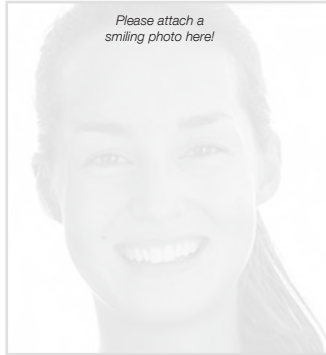
Comments: _____

- Special requests (NOTE! Special requests may delay the departure): _____
- Please indicate the importance of the request: Extremely important Preference but not necessary

Comments (Please add any other information that is important/useful when matching the au pair, e.g. special skills and interests that the au pair may have, etc): _____

Application Form

Please type or write neatly in black ink. This application will be presented to potential host families.



Au Pair Applicant

1. First name: _____
As written in passport

Last name: _____
As written in passport

Street: _____

Postal code: _____ City: _____

Country: _____ Passport number: _____
If renewing your passport before your departure, please leave blank.
If you do not have a passport, please apply for one immediately.

2. Home phone number: 011 - _____ - _____ - _____ Other phone number: 011 - _____ - _____ - _____
Country code Area Code Local number Country code Area Code Local number

Mobile Phone: 011 - _____ - _____ - _____ Which phone is easiest to reach you on? Home Mobile Other
Country code Area Code Local number

When is the best time for a host family to phone you (your time zone)? _____

E-mail address (please print clearly): _____

How often do you check this email address? Daily Weekly Rarely

3. Birth date: Month _____ Day _____ Year _____ Sex: Female Male

City of birth (as in passport): _____ Country of birth: _____

Home country: _____ Nationality/citizenship: _____

Family Information

4. Mother's name: _____ Father's name: _____

Occupation: _____ Occupation: _____

Home phone: 011 - _____ - _____ - _____ Home phone: 011 - _____ - _____ - _____

Mobile phone: 011 - _____ - _____ - _____ Mobile phone: 011 - _____ - _____ - _____

5. Siblings (list name, sex and year of birth): _____

6. What language is spoken in your home? _____

7. What other languages do you speak? _____

Educational and Work Experience

8. What is your current occupation? Secondary student University student Employed as _____ Other: _____

9. What month and year did you or will you finish your secondary/high school education? _____

10. If you have attended university, what month and year did you or will you finish university? _____

10a. If you are enrolled in university, what year are you enrolled in currently? _____
What are you studying? _____

11. What would you like to do when you return from the USA? _____

12. Please describe your experience with household duties (cooking, cleaning, etc.): _____

13. Please describe any work experience/practical training other than childcare that you have had. Start with the most recent.

1) What did you do? _____ When (from/to)? _____

2) _____

3) _____

Updates from Office Staff (office use only): _____

Driving

14. • When did you start practicing to drive? Month _____ Year _____ How often? _____
- When did you get your drivers license: Month _____ Year _____ I do not have a driver's license yet, I plan to take it in _____
- Approximately how many times per week do you drive? _____
- What access do you have to a car? (e.g. use family car, have my own car, etc.) _____
- Is your driving experience with a car with: Automatic transmission Stickshift (standard) transmission Both
- Where do you usually drive? (e.g. on city streets, in a village, on highways, busy roads etc.) _____
- Do you have experience driving in snow or icy conditions? Yes No Comments: _____
- Would you feel comfortable driving with children in the car? Yes No Comments: _____
- Are you willing to drive in the USA as an au pair? Yes No Comments: _____
- Have you ever been in a car accident in which you were at fault? Yes No Comments: _____

Personal information

15. Do you smoke? Yes No Occasional/social smoker If yes, or occasional/social smoker, how often? _____
- If you do smoke, can you agree not to smoke in your host family's home and whenever responsible for and with the children? Yes No
16. Can you live with pets? Yes No If no, what pets are you not able to live with? _____
- Comments: _____
17. Do you have any tattoos or piercings? Yes No If yes, please describe and include photo: _____
18. What is your religion? _____ Non-denominational (e.g. no specific church)
- Do you attend religious services? Weekly Monthly Occasionally Special holidays Never
19. Please check off if you have had or have any of the following: allergies chronic health conditions epilepsy physical disabilities
- eating disorder depression seen a psychiatrist contagious disease If yes, please attach an explanation
- Could these or any other health condition affect your duties as an au pair? Yes No If yes, please attach an explanation
20. Do you follow a special diet (vegetarian, food allergies etc.)? Yes No If yes, please list: _____
21. Would you consider living with a host family that followed a special diet (e.g. vegetarian, kosher)? Yes No
22. Have you ever been away from home for longer than 2 months? Yes No If yes, how long? _____
- Where did you go? _____

Interests and Hobbies

23. Please describe any interest and experience in the following areas, and how often you participate in them:
- | | |
|--|---|
| <p>Sports (e.g. swimming, soccer, basketball, skiing, jogging etc.)</p> <p>Sample: <u>basketball once a week</u></p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>Arts/Entertainment (e.g. museums, movies, theatre, reading, ballet, dancing, sightseeing etc.)</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>Music/Instruments (e.g. listen to music, play an instrument such as piano, guitar etc.)</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>Creative activities (e.g. photography, drawing, handicrafts, writings, arts etc.)</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>Outdoorsy activities (e.g. hiking, camping, biking, sailing etc.)</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>Other (e.g. computers, cooking, travel, meeting friends etc.)</p> <p>_____</p> <p>_____</p> <p>_____</p> |
24. Please describe any other activities or interests you participate in and enjoy:
- _____
- _____
25. Do you swim? Yes No Please rate: Strong Good Weak I would like to learn
- Would you feel comfortable being responsible for children while they are in a pool or on the beach? Yes No
- Comments: _____

Childcare information

26a. Please describe in detail, all of your childcare experiences and what your responsibilities were with the children. Start with your most significant experience. If you worked in a group setting (such as daycare center, playgroups etc.), please indicate the number of children in the group and the age range. You do not need to list the children separately

1. Type of childcare: _____ **Reference name:** _____

I cared for children on my own I shared responsibility

Information about the children:

When and how often did you take care of these children?

Name of the children:	Sex (M/F):	Age started (year and months):	Age stopped/ongoing:	Started (month/year or dates): _____ month _____ year Ended (month/year or dates): _____ month _____ year Average number of days per month? _____ days Average number of hours per day? _____ hours Were any of these children under the age of 2? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many hours did you care for them? _____ hours

Please describe your duties and responsibilities while you cared for the children listed above: _____

2. Type of childcare: _____ **Reference name:** _____

I cared for children on my own I shared responsibility

Information about the children:

When and how often did you take care of these children?

Name of the children:	Sex (M/F):	Age started (year and months):	Age stopped/ongoing:	Started (month/year or dates): _____ month _____ year Ended (month/year or dates): _____ month _____ year Average number of days per month? _____ days Average number of hours per day? _____ hours Were any of these children under the age of 2? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many hours did you care for them? _____ hours

Please describe your duties and responsibilities while you cared for the children listed above: _____

3. Type of childcare: _____ **Reference name:** _____

I cared for children on my own I shared responsibility

Information about the children:

When and how often did you take care of these children?

Name of the children:	Sex (M/F):	Age started (year and months):	Age stopped/ongoing:	Started (month/year or dates): _____ month _____ year Ended (month/year or dates): _____ month _____ year Average number of days per month? _____ days Average number of hours per day? _____ hours Were any of these children under the age of 2? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many hours did you care for them? _____ hours

Please describe your duties and responsibilities while you cared for the children listed above: _____

4. Type of childcare: _____ **Reference name:** _____

I cared for children on my own I shared responsibility

Information about the children:

When and how often did you take care of these children?

Name of the children: _____ _____ _____ _____	Sex (M/F):	Age started (year and months):	Age stopped/ ongoing:	Started (month/year or dates): _____ month _____ year Ended (month/year or dates): _____ month _____ year Average number of days per month? _____ days Average number of hours per day? _____ hours Were any of these children under the age of 2? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many hours did you care for them? _____ hours
---	---------------	-----------------------------------	--------------------------	--

Please describe your duties and responsibilities while you cared for the children listed above: _____

Please check all experiences which you have had with infants, toddlers and children:

Babies (0-24 months)	Often	Occasionally	Never	Children 2 years and older	Often	Occasionally	Never
Change diapers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preparing meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare baby bottles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Creating activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meal preparation/feeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Helping with school work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bathing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soothing crying baby	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Playing sports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helping to fall asleep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arts and crafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____				Bedtime routines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Other: _____			

If you have other experiences, please attach a list.

26b. Can you get more childcare experience before you depart for the USA? Yes No Maybe

If yes/maybe, with: Children ages 0-2 Children age 2-4 Children ages 4 and up?

If yes/maybe, how many hours do you think you will have? _____

27a. Would you be willing to care for a child with special needs (learning disabilities or other disabilities) Yes No Maybe: _____

27b. Do you have experience with special needs/handicapped children? Yes No If yes, please include reference in this application.

If you have experience, please explain _____

Additional information

28. Please describe any talents or skills you have that would be useful when caring for children: _____

29. Have you ever been a leader and/or instructor? If yes, what kind? _____

30. Do you have any training and/or certificates for the following: First Aid CPR Swimming/lifeguard

Other: _____

31. What activities (outdoors and indoors) would you like to do with the children in your host family? _____

32. Please describe your views on raising children: _____

33. Why should a family choose you as their au pair? _____

I certify that the information provided in this application is complete and accurate. I understand that my acceptance onto the Cultural Care Au Pair program and selection by a host family is dependent upon review by Cultural Care potential host families of all information provided to the agency including but not limited to the Criminal Background Check, Personal Health Information and Certificate of Health.

Childcare Reference

To the reference: _____ is applying to Cultural Care (registered business name of International Care, Ltd.) to be an au pair in the United States for one year. (Au Pair name) Please answer the following as honestly and completely as possible. The answers will be used to assist us in placing the applicant with a family. If you do not feel comfortable writing in English, please fill out the reference in your native language. You will be contacted by the local office to confirm this reference.

1. How did you get to know the applicant (employer, neighbor, teacher etc.)? _____

2. How do you know that the applicant can take care of children?

The applicant has taken care of my children I have supervised the applicant (e.g. Camp director, childcare center manager)

We have worked together with children Other: _____

3. When did the applicant take care of the children: Started (dates) month ____ year ____ Stopped (dates) month ____ year ____ Ongoing

4. Has the applicant taken care of these children when they were under the age of two? Yes No

5. Please write down the sex and age of the children the applicant cared for (If in a group setting, please write the number of children and the age range)

Name of the children (If a group, please write # of children)	Sex (M/F)	Age of the children when started	Age of the children when stopped

6. Please specify the level of responsibility the applicant had when she/he cared for the children: Helper Fully responsible

7. What time of day did the applicant care for the children: Day Evening Overnight/Weekends

8. What type of activities did the applicant do while taking care of the children? _____

9. Please describe why you think the applicant would be a good au pair: _____

10. Please add any information you would like to give us about the applicant: _____

11. Complete the following:

Name: _____ Occupation: _____

Phone: _____ Work/mobile phone _____

Address: _____ Postal code/City: _____

Email: _____ Best time to reach you: _____

Signature: _____ Date: _____

A prospective host family may contact you for a reference. Do you speak English? Yes No

FOR OFFICE USE ONLY

Comments: _____

The reference confirms _____ total childcare hours including _____ total infant hours.

My signature confirms that I have spoken with the reference listed above, verified the childcare experience including the childcare hours as outlined above and ensured that the translation, if any, is accurate.

Name (print and sign): _____ Date: _____

*All of those who write references may not speak or write in English. In such cases, Cultural Care allows the referee to fill out this form in their native language which the au pair then translates. All translations are checked by Cultural Care staff/representative.

Childcare Reference

To the reference: _____ is applying to Cultural Care (registered business name of International Care, Ltd.) to be an au pair in the United States for one year. (Au Pair name) Please answer the following as honestly and completely as possible. The answers will be used to assist us in placing the applicant with a family. If you do not feel comfortable writing in English, please fill out the reference in your native language. You will be contacted by the local office to confirm this reference.

1. How did you get to know the applicant (employer, neighbor, teacher etc.)? _____

2. How do you know that the applicant can take care of children?

The applicant has taken care of my children I have supervised the applicant (e.g. Camp director, childcare center manager)

We have worked together with children Other: _____

3. When did the applicant take care of the children: Started (dates) month ____ year ____ Stopped (dates) month ____ year ____ Ongoing

4. Has the applicant taken care of these children when they were under the age of two? Yes No

5. Please write down the sex and age of the children the applicant cared for (If in a group setting, please write the number of children and the age range)

Name of the children (If a group, please write # of children)	Sex (M/F)	Age of the children when started	Age of the children when stopped

6. Please specify the level of responsibility the applicant had when she/he cared for the children: Helper Fully responsible

7. What time of day did the applicant care for the children: Day Evening Overnight/Weekends

8. What type of activities did the applicant do while taking care of the children? _____

9. Please describe why you think the applicant would be a good au pair: _____

10. Please add any information you would like to give us about the applicant: _____

11. Complete the following:

Name: _____ Occupation: _____

Phone: _____ Work/mobile phone _____

Address: _____ Postal code/City: _____

Email: _____ Best time to reach you: _____

Signature: _____ Date: _____

A prospective host family may contact you for a reference. Do you speak English? Yes No

FOR OFFICE USE ONLY

Comments: _____

The reference confirms _____ total childcare hours including _____ total infant hours.

My signature confirms that I have spoken with the reference listed above, verified the childcare experience including the childcare hours as outlined above and ensured that the translation, if any, is accurate.

Name (print and sign): _____ Date: _____

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Childcare Reference

To the reference: _____ is applying to Cultural Care (registered business name of International Care, Ltd.) to be an au pair in the United States for one year. (Au Pair name) Please answer the following as honestly and completely as possible. The answers will be used to assist us in placing the applicant with a family. If you do not feel comfortable writing in English, please fill out the reference in your native language. You will be contacted by the local office to confirm this reference.

1. How did you get to know the applicant (employer, neighbor, teacher etc.)? _____

2. How do you know that the applicant can take care of children?

The applicant has taken care of my children I have supervised the applicant (e.g. Camp director, childcare center manager)

We have worked together with children Other: _____

3. When did the applicant take care of the children: Started (dates) month ____ year ____ Stopped (dates) month ____ year ____ Ongoing

4. Has the applicant taken care of these children when they were under the age of two? Yes No

5. Please write down the sex and age of the children the applicant cared for (If in a group setting, please write the number of children and the age range)

Name of the children (If a group, please write # of children)	Sex (M/F)	Age of the children when started	Age of the children when stopped

6. Please specify the level of responsibility the applicant had when she/he cared for the children: Helper Fully responsible

7. What time of day did the applicant care for the children: Day Evening Overnight/Weekends

8. What type of activities did the applicant do while taking care of the children? _____

9. Please describe why you think the applicant would be a good au pair: _____

10. Please add any information you would like to give us about the applicant: _____

11. Complete the following:

Name: _____ Occupation: _____

Phone: _____ Work/mobile phone _____

Address: _____ Postal code/City: _____

Email: _____ Best time to reach you: _____

Signature: _____ Date: _____

A prospective host family may contact you for a reference. Do you speak English? Yes No

FOR OFFICE USE ONLY

Comments: _____

The reference confirms _____ total childcare hours including _____ total infant hours.

My signature confirms that I have spoken with the reference listed above, verified the childcare experience including the childcare hours as outlined above and ensured that the translation, if any, is accurate.

Name (print and sign): _____ Date: _____

*All of those who write references may not speak or write in English. In such cases, Cultural Care allows the referee to fill out this form in their native language which the au pair then translates. All translations are checked by Cultural Care staff/representative.



Au Pair reference number

Personal Reference

_____ is applying to Cultural Care (registered business name of International Care, Ltd.) to be an au pair in the United States for one year. Please answer the following as honestly and completely as possible. The answers will be used to assist us in placing the applicant with a family. If you don't feel comfortable writing in English, please fill out the reference in your native language. You will be contacted by the local office to confirm this reference.

1. How did you get to know the applicant (employer, neighbor, teacher etc.)? _____

2. For how long have you known the applicant? _____

3. Please describe the applicant's personality and character: _____

4. Do you feel the applicant would provide a host family with responsible and quality childcare? Yes No Please describe why: _____

5. Please feel free to add any further comments that might be helpful in evaluating the applicant: _____

6. Complete the following:
Name: _____ Occupation: _____
Phone: _____ Work/mobile phone _____
Address: _____ Postal code/City: _____
Email: _____ Best time to reach you: _____
Signature: _____ Date: _____

A prospective host family may contact you for a reference. Do you speak English? Yes No

FOR OFFICE USE ONLY

Comments: _____

My signature confirms that I have spoken with the reference listed above, verified this information including the accuracy of the translation, if any.

Name (print and sign): _____ Date: _____

*All of those who write references may not speak or write in English. In such cases, Cultural Care allows the referee to fill out this form in their native language which the au pair then translates. All translations are checked by Cultural Care staff/representative.



Au Pair reference number

Personal Reference

_____ is applying to Cultural Care (registered business name of International Care, Ltd.) to be an au pair in the United States for one year. Please answer the following as honestly and completely as possible. The answers will be used to assist us in placing the applicant with a family. If you don't feel comfortable writing in English, please fill out the reference in your native language. You will be contacted by the local office to confirm this reference.

1. How did you get to know the applicant (employer, neighbor, teacher etc.)? _____

2. For how long have you known the applicant? _____

3. Please describe the applicant's personality and character: _____

4. Do you feel the applicant would provide a host family with responsible and quality childcare? Yes No Please describe why: _____

5. Please feel free to add any further comments that might be helpful in evaluating the applicant: _____

6. Complete the following:
Name: _____ Occupation: _____
Phone: _____ Work/mobile phone _____
Address: _____ Postal code/City: _____
Email: _____ Best time to reach you: _____
Signature: _____ Date: _____

A prospective host family may contact you for a reference. Do you speak English? Yes No

FOR OFFICE USE ONLY

Comments: _____

My signature confirms that I have spoken with the reference listed above, verified this information including the accuracy of the translation, if any.

Name (print and sign): _____ Date: _____

*All of those who write references may not speak or write in English. In such cases, Cultural Care allows the referee to fill out this form in their native language which the au pair then translates. All translations are checked by Cultural Care staff/representative.



Au Pair reference number

Agreement

Cultural Care (registered business name of International Care, Ltd.), with registration number CH-1003.023.491-6, having its registered address at Haldenstrasse 4, 6006 Lucerne, Switzerland, together with its successors and assignees ("CC"), and the undersigned au pair,

(Please print full au pair name)

with personal identification number _____ ("I", "me" or "my"), for good and valuable consideration, understand and agree to the following terms and conditions (the "Agreement") relating to the au pair's participation in Cultural Care Au Pair US au pair program (the "Program").

- In addition to the terms of this Agreement, I agree to abide by additional reasonable terms and conditions stipulated by CC during the Program, including the Extension program. If there is any confusion between this Agreement and the terms of any other contracts, agreements, or materials of any kind, the terms of this Agreement shall prevail.
- I agree to comply with the Program regulations issued by the United States Department of State (22 CFR Part 62) ("Regulations"). I acknowledge receipt of a copy of the Regulations as they apply to me. I also understand that I must comply with CC's rules as outlined in this Agreement, the Au Pair Handbooks and other materials that CC has supplied to me. This includes staying within the legal number of working hours per day and week without exception. I will inform my Local Childcare Coordinator if asked to work beyond the legal guidelines of the program as outlined by the U.S. Department of State Regulations.
- I understand that providing childcare is my primary obligation in this Program and that any personal plans or activities will take secondary priority to caring for my host children. I agree to perform the child care responsibilities outlined by my host family to the best of my ability, and make every effort to act as a caring, responsible host family member, including abiding by the household rules. I understand that my host family may ask me to respect a curfew and/or assign other reasonable restrictions designed to protect the safety and well-being of my host children. I agree to abide by such reasonable restrictions. I also understand that I may not post photos or personal information about my host family, host children, or host home on any web site, blog or the like without the express written consent of my host parents.
- I agree to attend and actively participate in all child safety and child development training and orientation sessions sponsored by CC. This includes thoroughly reading all written materials provided to me including the Au Pair Handbook and any other pre-departure materials.
- I shall submit a refundable deposit to CC as outlined by the local office where I was trained and interviewed. This fee will be refunded (or applied to my return flight in select countries) after the successful completion of the Program, unless forfeited in accordance with this Agreement. CC shall make the final determination as to what currency I will be refunded in and whether the fee is refunded while I am in the USA or back in my home country after my program period. If my deposit is to be returned in my home country, I understand that in order to receive the refund I must submit for the refund within thirty (30) days of my CC return flight date to prove that I returned on time in compliance with the rules of my J-1 visa.
- During my participation in the Program I will abide by all local, state and federal laws and other regulations. I understand that breaking these laws (such as shoplifting, driving under the influence of alcohol, possession, or use of illegal substances, etc.) shall be grounds for my immediate dismissal from the program and my deposit and return flight will be forfeited.
- I will only use medications as prescribed to me and approved by a treating physician. I understand that I may only consume alcohol if I am of legal drinking age, and I agree not to consume alcoholic beverages to excess at any time or to drive under the influence of alcohol. I further agree not to consume alcoholic beverages at any time while I am on duty.
- I understand that I may not use the family's automobile(s) for any reason without express permission from the host family and that any agreement to use the host family's automobile is strictly between the host family and me. I will not use the automobile unless the host family has obtained all of the mandatory automobile insurance coverage required under the laws of the state where the host family resides.
- I agree to pay any personal expenses I incur while participating in the Program, including but not limited to, health expenses not covered by insurance, phone bills and/or car damages. If I leave the host family with unpaid bills, I understand that CC will have the right to withhold my deposit or collect from me otherwise until I have paid the host family. CC is not responsible for any financial disputes I have with my host family such as outstanding money for educational component, weekly stipend, etc. I understand that I must settle all disputes directly with my host family prior to my departure from their home.
- I understand that my Local Childcare Coordinator and the Cultural Care staff in the U.S. are my primary contacts during the Program, and are responsible for ensuring a positive and successful program year for me and my host family. I will notify the staff of CC in the U.S. in case of disagreement, misunderstanding or serious problems including but not limited to my health, safety, welfare, adjustment to my host family, school, culture or language, or misunderstandings or problems with my host family. I acknowledge that CC is solely responsible for choosing appropriate host families for me and I will not make attempts to obtain placements on my own after my arrival in the U.S. In situations where I am having problems with my host family, I agree to consult with and meet with my Local Childcare Coordinator and to follow CC's mediation guidelines as outlined in the Au Pair Handbook. I understand that it is CC's policy to try to resolve issues in the existing placement if possible before considering a new placement.
- If the problems within my host family cannot be resolved, I understand that it is CC policy to seek a recommendation from my host family and Local Childcare Coordinator in order to find me a new family. If positive recommendations cannot be obtained, I understand that I may not be eligible for replacement. Should the proper recommendations be obtained, I agree that efforts for replacement will be contingent upon my flexibility regarding preferences such as, state, region, and car use. I understand that CC will use reasonable efforts for two weeks to find another host family for me. During such time, I shall continue to live with my current host family who, in its discretion, may request me to provide, or not to provide, any childcare services and I shall remain reachable by phone/email with CC at all times. If I do not perform childcare duties during the transition period (even if I am staying with a host family) I understand that I will not receive the weekly stipend. CC will make every effort to present appropriate host families to me. Should I reject these host families for reasons of geographical region, car/computer use or other non-essential reasons I understand that CC may opt to discontinue a search for replacement. I understand that CC cannot guarantee a new family placement for me within the two-week transition period and inability to be replaced will result in my early return to my home country. I understand that if CC cannot otherwise replace me in a new home through no fault of my own I will be entitled to return of my deposit.
- I understand that CC has the exclusive right to determine my suitability for acceptance and for my continued participation in the Program. I understand that if CC determines that my emotional or physical state does not make me suitable for providing quality childcare, I will be removed from the Program. I also understand that should I marry or become pregnant while on the Program I will also be removed from the Program. If my performance as an au pair and/or participation in the program is deemed unsatisfactory by CC for whatever reason, CC will reassess my suitability for future placement. I understand that I may be terminated from the Program if I do not successfully complete the Program requirements and uphold Program expectations for reasons including, but not limited to, the following: leaving the host family without prior consent from CC; engaging in behavior that CC deems inappropriate during the Program duration, performance reasons including but not limited to breaking host family rules, neglectful or inappropriate behavior towards the children, etc.; non-participation in training, not fulfilling educational credit, non-attendance at monthly meetings, or if I in any way violate this Agreement. I further understand that should it be discovered that I have falsified or withheld critical information from my application materials including, but not limited to, health conditions, criminal history, educational documentation, childcare experience, etc. I may be terminated from the Program.
- I understand that the Program is designated as a full year program with the possibility to extend for a further six (6), nine (9) or twelve (12) months. Should I voluntarily decide to return home before the regular end date of my program (including extension period) I understand that my flight will not be paid for and my deposit not returned. The exception to this will be in cases of my own extreme illness or the extreme illness or a death in my immediate family. Should I terminate or be terminated from the Program for any reason as outlined in this agreement, such termination will result in the following:
 - I will forfeit the return ticket and I will be required to make my own arrangements to return to my home country at my own expense; and
 - I will forfeit the refundable deposit; and
 - My CC insurance coverage will no longer be valid and no part of it refunded other than the 13th month optional insurance; and
 - My status will be reported to U.S. Immigration and my participation in the au pair program will be canceled.
 - CC will not provide me with housing in the USA.
- CC will arrange my flights from and to my home country, from a CC approved gateway. I am responsible for my own transportation and the cost involved to the specified departure gateway in my home country. My departure date to the US (Group Arrival Date), will be determined by my availability and my host family's request. Should I cancel either of the included flights once the ticket has been issued, I understand that I will then be held responsible for any penalties and costs relating to this cancellation. CC will determine my return date based on the end date of my program and my host family gateway will be my return gateway. Special requests may be considered, however additional fees may apply and these costs will be my responsibility. I understand that CC cannot book my return flight for a date later than thirty (30) days after completion of my Program.
- This agreement is made between me and CC. In regards to confidentiality, CC agrees not to divulge medical or confidential information about me or my Program experience to any third party except in case of medical emergency. As a person of the age of majority I understand that this also includes my parents or family members as well as any partner or friends. Any disputes will be settled between me and CC or any legal entity bound to represent us and no other third party.
- I agree to irrevocably, unconditionally, and fully remise, release and forever discharge CC and its affiliates; and said persons' respective officers, directors, successors, assigns, attorneys, insurance companies, agents, employees and affiliates, or others to the extent acting or purporting to act on the afore mentioned persons' behalf (all of said persons hereinafter, in the aggregate, being referred to as "Released Parties"), from any and all claims or causes of action which I have or may hereafter have, which arise out of illness, injury, damage or loss of any other kind to me or my property resulting from or during participation in the Program. This includes, without limitation, my performance of services for and involvement with the host family, regardless of how such illness, injury, damage or loss may arise. I further agree to indemnify and hold harmless the Released Parties from and against any losses, claims, damages or liabilities related to or arising out of my participation in the Program, including (without limitation) any illness, injury or damage to me, that my host family causes, that any third party causes, that I cause or to which I contribute, and any illness, injury or damage to my host family which I cause or to which I contribute.
- This Agreement shall take effect as a sealed instrument under and shall be governed by the laws of Switzerland. In the event of any claim, dispute, or proceeding arising out of the relationship of me and CC, or any claim which in contract, tort, or otherwise at law or in equity arises between the parties, whether or not related to this Agreement, the parties submit and consent to the exclusive jurisdiction and venue of the arbitral tribunals of Switzerland.
- My signature on this agreement indicates acceptance of this Agreement and is legally binding. No alterations to the terms of this agreement will be valid unless approved in writing by CC. If any provision of this agreement shall be deemed unenforceable, such paragraph shall be omitted and the remainder of the agreement shall be valid and enforceable to the fullest extent allowed by law.

If the au pair candidate is not of legal majority age in her home country, legal guardian must sign in acceptance to the terms and conditions of this agreement and in permission to participate in the program.

Sign Name _____ Date _____

Print Name _____

Sign Name _____ Date _____

Print Name _____

