



Guidelines for Au Pair Organisations

February 2009

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The Code of Conduct for Au Pair Organisations and its corresponding Guidelines set standards for "au pairing", including basic criteria for the selection of both au pairs and families, and establish rules for the conduct of business between members, thereby allowing for practical co-operation between au pair organisations.

Each Member of IAPA must abide by the Code of Conduct for Au Pair Organisations and all Guidelines.

IAPA's guidelines represent minimum standards to be achieved by all Members of the International Au pair Association. Individual members may choose to set higher standards for their own organisation.

INFORMATION WHICH SHOULD BE INCLUDED IN AU PAIR APPLICATION FORMS

Au pair placement

First date available to start	Height
Last date available to start programme	Weight
Length of placement	(May be included in the medical report)
	Are you willing to live in a family with animals?

Personal details

Last Name	Would you be willing to live with a single-parent family?
First name	- Male - Female
Street address	Have you ever lived away from home for any length of time (i.e. 2 months or more)? Give details.
Post code, City	
Country	

Tel number, home

Tel number, work

Email

Date & place of birth

Age

Nationality

Passport number

Date and place of issue

Expiration date

Religion

Do you regularly attend religious services?

(Optional to answer)

Would you accept a host family of a religion different to your own?

Smoking

Do you smoke?

How many cigarettes per day?

If you do smoke, are you willing to refrain from smoking in the host family's house or in the presence of the children?

Driving

Do you hold a current driving licence?

Do you have an international driving licence?

When did you receive the licence?

How much experience do you have?

Are you willing to drive in the host country?

Details of parents / guardians / family

Parents' address

Parents' telephone number

Parents' email

Father's occupation

Mother's occupation

Family members - brothers / sisters and ages

Contact person in case of emergency
(If other than parents)

Education and qualifications

School attended, examinations and qualifications

Future educational plans (can be included in essay)

Do you have knowledge of first aid or life saving?

Do you have any certificates?

Have you taken any course relating to child care?

Employment record

Past employment

Present employment

Length of notice required

Experience with children

Do you have experiences with newborns, children aged 9 - 12 months, 1 - 3 years, 3 - 6 years, 6 - 10 years, older than 10 years?

How often (frequency)?

Do you have experience with disabled children?

Have you ever been an au pair before? If so, in which country, and for how long?

Preferences

Are you willing to care for a disabled child?

Age group you prefer to work with: newborns, 9 - 12 months, 1 - 3 years, 3 - 6 years, 6 - 10 years, older than 10 years

(Age groups may be divided up differently)

Would you prefer to be placed in a family with 1, 2, 3, or 4 children?

Would you prefer to live in a big city, a small town, a suburb or in a rural area?

(Preferences may be included on a separate page, which will not be shown to the host families)

Hobbies and interests

What are your special hobbies / interests?

Do you participate in sports?

Do you swim?

Do you have a background in music or dance?

Can you ride a bicycle?

Language ability

Languages spoken: mother tongue, first and second foreign languages

Verbal skills: Fluent / Good / Fair / poor

Number of years studied, certificates held.

Language instruction required

Which educational courses do you wish to attend in your host country?

Reasons for applying

Why do you want to be an au pair?

Why do you want to travel abroad to XX (the host country)? (may be included in essay)

Signature

Confirmation that information is correct, and a promise to follow rules and regulations.

Signed copy of IAPA's Au Pair Agreement (refer to Code of Conduct for Au Pairs and Host Families).

References

Two references (including name and

address of writer), one relating to childcare and one relating to character.

Medical report

How long has the applicant been treated by this doctor?

Signature and address of doctor

Signature of au pair

Health

Do you have any medical problems?

Are you allergic to animals?

Do you have any other serious allergies?

Please describe (can all be included in medical report)

Do you have a special diet (e.g., vegetarian)? If yes, explain.

Other application material

Passport photographs

Letter to the host family (essay)

Photo collage

Optional recommendations

Country preferred

Region preferred. Why?

Do you know anyone in your preferred host country? If yes, what is your relationship?

Have you ever been denied a visa? If so, which country/ies?

INFORMATION WHICH SHOULD BE INCLUDED IN HOST FAMILY APPLICATION FORMS

Au pair placement requested

Requested start date

Length of placement?

Are you willing to accept a male au pair?

Would you accept an au pair that smokes? (Yes, No, Yes, if she refrains from smoking in the house and while looking after the children)

Should your au pair hold a driving licence? (No, not necessary, Yes, if possible, Yes, in any case. If yes, why?)

Would you host an au pair without basic knowledge of the language of your country but with very good knowledge of another language? If yes, which language?

Personal details:

Last Name

First Name

Street

Postal Code, City

Country

Private telephone number

Host mother's work number

Host father's work number

Email

Host father (last name, first name, date of birth, nationality, mother tongue)

Host mother (last name, first name, date of birth, nationality, mother tongue)

Who is legally responsible for your children?

Children (names, dates of birth, gender)

Other persons living with you (surname, name, relation, date of birth)

Religion

Do you regularly attend religious services?

Would you accept an au pair of a different religion to your own?

Do you have disabled children? If so, please describe.

Smoking

Do you smoke?

If so, do you smoke in your family home?

Are there other aspects of your family life which should be given consideration (eg, vegetarian diet)?

Have you ever had an au pair before?

Do you have household help? If so, how often does he/she help you?

Pets

Do you have any pets? If so, which pets do you have?

Do you want the au pair to care for them?

Special skills

Should your au pair have any special skills (e.g. swimming or riding)? If so, which ones?

Which language is mainly spoken in your family?

What other language do you speak?

Your home

Where do you live? (in a rural area, in a small town, in the suburbs, in a large city)

Is there public transportation from your house into the town / city centre?

Distance from your home to the centre of the city.

Host father's daily schedule

Profession

Typical working hours (including commute)

Do you have to work on weekends? (Yes, no, occasionally)

Do you have to travel? If so, how often?

Host mother's daily schedule

Profession

Typical working hours (including commute)

Do you have to work on weekends? (yes, no, occasionally)

Do you have to travel? If so, how often?

Children's daily schedule

Name of children, times they are at school or otherwise out of the house (sports, etc.)

Daily schedule of other members of your household

Name, times they out of the house

A letter to your au pair - introduction of your family

Introduction: members of your family, your everyday life, hobbies and interests, particulars

Brief description of your town, your house and also room for your au pair

What expectations do you have of the au pair placement?

Reference

Written reference from a person who is not related to the family.

Typical daily schedule for your au pair

Tasks au pair is to perform

Sample time plan

Photo album of your family

Photos of your family, children, your house, au pair's room, etc.