



Au Pair Foundation

A CHILD OF FACE THE WORLD INTERNATIONAL

Partner Au Pair Application Packet

Partner Name:

Address:

Contact Name: Email:

Applicant Name:

Age: Infant Qualified? yes no

Au Pair Foundation Internal Use Only

I.D. Number: Au Pair Program: Infant Care Standard Care EduCare

Application Receive Date: Approved by:

Date Security Deposit Paid:

SEVIS info:

Match History

Family Name: Address:

Family Name: Address:

Notes:

.....

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About this document

The following packet has been prepared to assist you in preparing your applicant applications. Please read the Partner Manual for complete instructions. The following is a quick reference guide to the Au Pair Foundation application process.

Step 1 – Meet and interview the applicant to determine their suitability for the au pair program. Acquaint the applicant with the program and the difficulties of living in a foreign country for a full year. Provide the applicant with *a translated version of the au pair pledge* to read and ask questions about.

Step 2 – Give the the Au Pair application packet to complete.

The packet contains the following:

1. One Au Pair Application Form
2. One Au Pair Character Reference Form
3. Two Au Pair Childcare Reference Forms
4. One Au Pair Statement of Health Form

Step 3 – Receive the completed application packet. Collect \$100.00 Application fee. Complete the documents in the Partner application packet as follows:

1. **Application Checklist:** Verify the au pair has ALL the documents listed on this document. Ask to see originals of school documents, driver's license, immunization records and passport.
2. **Partner Au Pair Evaluation Report:** To be completed by a native level English speaker, *solely in English*
3. **Administer the Psychometric Evaluation** using the answer sheet included in the Au Pair Application Packet.

Give the applicant a copy of the "Au Pair Telephone Interview" form to complete if she receives a telephone interview from a host family.

Step 4 – Send both the Partner Application and Au Pair Application Packet to Au Pair Foundation, 1010 B Street, Suite 200, San Rafael, California, 94901. Once Au Pair Foundation receives the application the partner is notified via email. Approved applicant profiles are then uploaded to the website at: <http://www.aupairfoundation.org/ap-available.htm>

Pre-screened host families can request complete applications from Au Pair Foundation and will interview applicants by telephone at least two times before deciding on a match.

Step 5 – The Match is Made. If after two interviews, a family decides upon an applicant, we will notify the Partner and request a confirmation from the au pair. If the au pair accepts, a \$400.00 deposit is required

before the DS-2019 form can be sent. Complete the "Security Deposit" Form and fax it to us.

Step 6 – The DS-2019 is issued. Au Pair Foundation will enter the Department of State SEVIS (Student & Exchange Visitor Information System) and issue a DS-2019 form. This is sent to the partner via courier along with the au pair manual, host family application and other important documents.

Step 7 - Pay the SEVIS I-901 fee. The applicant or partner must pay the SEVIS I-901 fee \$35 before the embassy interview. Go to: www.ice.gov/graphics/sevis/i901 to file on-line

Step 8 - The U.S. Embassy Interview. The Partner will assist the au pair in contacting the US Embassy in their country to make the interview appointment and complete the required embassy forms. They will also prepare the applicant for the interview.

Step 9 - The Visa is approved or denied. If denied, the \$400.00 deposit is refunded to the applicant, once the DS Form is returned. If approved, the partner must notify Au Pair Foundation immediately. We will take care of all travel arrangements and send a complete itinerary, and community profile to the partner and au pair via email.

Step 10 – The partner prepares the au pair for departure. Give a pre-departure orientation which covers insurance, regulations and program details. (See Partner Resource Center) The partner instructs the au pair to complete the "Understanding Cultural Differences" exercise in preparation for their host family orientation. This document can be found in the Au Pair Manual. Au Pair signs the Pre-Departure Orientation Form and Partner returns it to Au Pair Foundation.

Step 11 – Au Pair Foundation will periodically invoice or pay Partners any funds according to the number of matches and applications that have been received.

Thank you for selecting only the best applicants.

Remember: Complete and updated materials are available on-line at the PRC-Partner Resource Center.
Consult: www.aupairfoundation.org



Partner Application Checklist



1010 "B" Street · Suite 200,
 San Rafael, CA 94901
 Tel: 1-866-4-AuPair
 415-257-4783
 Fax: 415-257-2207
 www.aupairfoundation.org

Program Preference Applicant Information

In order of interest: **Infant Care Au Pair** **Standard Au Pair** **Educare Au Pair**

Family Name

First Name Middle Name

Suffix Date of birth (MM/DD/YYYY) / /

Gender male female City of birth

Country of birth Country of citizenship

Current profession:

e-mail address

Mailing Address

..... City Postal code

Number of hours difference between home country and USA Pacific Standard Time (California):

Home Phone (country code+city code+number): + +

Cellular Phone(country code+city code+number): + +

What is the first day the applicant is available to enter the U.S. to begin the year? (MM/DD/YYYY)

Availability

Last day available: / / Exit Airport

Certified Nanny yes no Driver License yes no

Smoker yes no Infant Care Qualified yes no

Copy of English Exam Results yes no Weekly Stipend

Experience, Hobbies, Talents and Interests

Key Qualities and Characteristics

Comments

English Proficiency

English Proficiency

3-4 5-6

7-8 9-10

Native

Program Requirements

Original Application Form

Photos(2 Digital, 2 Passport)

Letter to Host Family

Original Picture Collage

Original Statement of Health

Original Criminal Report

Verified Childcare Reference 1

Verified Childcare Reference 2

Character Reference

Documentation of 200 hrs. of Infant Childcare experience (< 2 years old)

School Diploma/Certificates

Psychometric Evaluation

Copy of Driver's License

Copy of Passport

Copy of Security Deposit Paid Form

Partner Au Pair Evaluation

SLEP Test Results

Copy of Immunization Records

Translated & Signed Au Pair Pledge

Au Pair Pledge English Signed

Childcare Chart

Childcare Age Group

Experience Preference

Under 2

2-5

5-10

Over 10

Overseas Partner

I recommend this applicant for participation in the Au Pair Foundation program

Overseas Partner (Print Name)

Title

Date: Signature:

Internal Use Only

Date received Program begin date AP ID number

This interview should last approximately one half an hour.

Applicants will be working closely with children and families and a high level of English is required in order to communicate effectively.

This interview must be conducted in English by a fluent English speaker. The interviewee is not allowed to translate or assist the applicant.

Family Name First Name

Date of interview

1. What are the reasons why the applicant wants to participate in the au pair program?

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2. What does the applicant think will be the most challenging aspects of the program and why?

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3. What are the applicant's plans following the year as an au pair?

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4. How will this experience contribute to the applicant's long term plans?

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.....

Physical Well Being

1. Please describe the applicant's physical appearance and attitude.

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.....

2. What kind of food does the applicant prefer?

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.....

3. What kind of exercise does the applicant do on a regular basis?

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Family Information

Where did the applicant grow up?

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.....
.....

List the applicant's brother(s) and/or sister(s) name(s) and age(s)

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.....

How often does the applicant see his/her relatives?

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.....

When, where and for how long has the applicant spent time away from home?

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.....

How was the applicant disciplined for bad behavior as a child?

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.....
.....

Is the applicant willing to be placed with a family with different religious beliefs? Yes No
If so how will they adapt?

.....
.....
.....

What special skills or talents does the applicant have that may be of interest to a host family?

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.....
.....

What does the applicant consider to be the most important skills for a child care provider?

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.....
.....

Situational Responses

How would the applicant respond to the following?

a) Two children are fighting over a toy.....

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.....
.....

b) The Au Pair believes the children are poorly disciplined and the family does nothing when he/she tells them....

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.....
.....

c) The children are exhibiting aggressive behavior to others.....

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.....
.....

d) The au pair discovers the host family's eating habits are unhealthy....

.....
.....
.....

Education

What is the highest level of education the applicant has completed?

What classes did the Au Pair like the most in school?

Has the applicant completed formal English courses? If so describe.

How would you rate the English language proficiency of the applicant on a scale of 1 to 10 with 10 being the highest?

Work Experience

List other jobs the applicant has had.

Any volunteer work?

Any childcare experience not listed on the application?

Any experience with children with special needs?

Interviewer Evaluation

(Please rate the following)

Appearance	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Self confidence	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Communication Skills	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Attitude	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Willingness to adapt	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent

Why will the applicant make a good au pair?

I certify this applicant is conversationally fluent in English.

Overseas Partner (Print Name)

Title

Date:..... / /

Signature:

Pre-Departure Orientation Form

Date of Orientation: _____

Au Pair Name: _____

Host Family Name: _____

Company Name: _____

Orientation Officer Name: _____

Please initial to confirm you have been briefed on of the below topics:

- _____ Role of Au Pai Foundation
- _____ Au Pair Arrival Itinerary
- _____ Au Pair & Host Family Responsibilities
- _____ The Adjustment Cycle
- _____ Educational Component
- _____ Au Pair Taxes
- _____ AVI Insurance
- _____ Conflict Resolution
- _____ Program Renewal Policy
- _____ Au Pair Departure and Travel Requirements
- _____ Au Pair Breech of Contract Consequences
- _____ Visa Overstay Consequences
- _____ Grievance Policy
- _____ Pre-Departure Project

I certify that I have received a pre-departure orientation. I understand that I am required to have at least 200 dollars in cash to cover expenses during the training. I also acknowledge that the insurance I received does not cover dental expenses.

Au Pair Signature

Overseas Partner Representative Signature and stamp

Additional Notes:



www.AuPairFoundation.org



All rights reserved - Au Pair Foundation • This document was prepared in January, 2004 as a reference for our Overseas Partners.