



Au Pair Reference Pack

REFERENCE PACK

This reference pack is designed to help you and make it easy for you to complete your registration with us.

It contains

- Important information to read
- Checklist
- All forms

You can scan and email to cynthia@rainbowaupairs.co.uk or mail it to us in the post. If you do the latter please make sure you send it by registered or recorded post.

This together with your online registration this makes your information complete and we will call you for your interview.

If you need help during your registration or your English is not sufficiently good to complete the form, please let us know and we will do our best to help.

Kind regards,

Cynthia Cary

Rainbow Au Pairs
References
93 Hartfield Road
Forest Row
East Sussex
RH18 5LY



Au Pair Reference Pack

What is an Au Pair? Quick guide, for more information please look at website (www.rainbowaupairs.co.uk)

As Au Pair you take part in a cultural childcare program. You get the chance to earn and learn. For the au pair programme you must fit the following:

- Age 18 to 30
- Be unmarried and have no children
- Be flexible, open and friendly
- Be happy to help with aspects of childcare and light housework for 25-35 hours per week
- Be fit and healthy with no criminal record
- The au pair should help look after the children and do some housework in exchange for some pocket money, comfortable room, food and drink, the chance to learn and improve English and to get a taste of the host family's cultural and social life

YOUR REWARDS

You should expect 2 full days off per week with plenty of time to study and enjoy life. You pay for your flights and language classes but often families pay towards this after a certain time. Your contract includes a weeks' paid holiday for every 6 months worked and you have a notice period of 2 weeks should you need to leave earlier than planned. You must also inform us of early termination.

Au pair, 25 hours plus 2 nights babysitting should get between £60-80 per week

EXPERIENCE REQUIRED

Most au pairs do not have formal qualification although it helps to like children and be working towards a childcare qualification of some sort but it's not essential. The most important thing is your willingness to adapt, learn and be interested in children. We do require at least one childcare reference even if it is just for babysitting.



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EXPECTED DUTIES

This does vary from family to family and once you have a placement, your host family will outline what they expect from you.

- Help the children in the morning and get them ready for school or pre school
- Help them to tidy their bedrooms and make their beds
- Prepare light meals such as breakfasts and lunches and do some light washing up
- Take children to and from school
- Read to the children
- Initiate play, supervise them with homework if required
- Help them get ready for bed
- Baby sitting

Au Pair Checklist

We have provided a checklist here to remind you of the items you will need to send to complete your registration. Please make sure to return everything together if possible. Try and use black ink and write neatly. If you have made a mistake just cross it out and carry on. Don't worry too much about your spelling. The better your application, the more likely you will be chosen by a family.

- 2 references in English- you can use the form enclosed or provide your own reference. Make sure the reference is signed, dated and we can contact your referee. Translated documents must be supplied with the original attached.

One reference must be a childcare reference and the other can be an employment or character/personal reference.

- Medical certificate no more than 3 months old. You can use the enclosed data capture form or provide your own certificate confirming you are fit to work with children.
- A criminal record check- obtained from your local police station or council
- Signed au pair agreement
- Copy of driving license(if applicable)
- Copy of passport
- Other relevant certificates- childcare courses, first aid course etc

BONUS MATERIAL

- A "Dear family" letter would be a great addition
- Don't forget photos!



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Childcare reference

This person is applying to be au pair in UK-

Au pair name:

Date of birth:

We know this person as our: babysitter/nanny-au pair/employee (nursery-school)/club leader/trainee (if training to be a child carer)/other (please specify)

.....

How long have you known this person?.....

What are the ages, sex and number of children the candidate looked after

.....boy(s).....years old girl(s).....years old

Describe childcare duties in brief _____ full time/part time(please circle)

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

Did the candidate also assist with light housework? Yes/No Cooking Yes/No

Please consider these aspects

- Communication with children Excellent () Good () Fair () Not applicable ()
- Play with children Excellent () Good () Fair () Not applicable ()
- Flexibility Excellent () Good () Fair () Not applicable ()
- Patience Excellent () Good () Fair () Not applicable ()
- Ability to follow simple instructions Excellent () Good () Fair () Not applicable ()
- Communication with adults Excellent () Good () Fair () Not applicable ()
- Overall work quality Excellent () Good () Fair () Not applicable ()
- Overall attitude Excellent () Good () Fair () Not applicable ()

Would you recommend this person as a suitable candidate to be an au pair? Yes/No

Comments.....
.....
.....



Au Pair Reference Pack

Referee's name/position*:		
Address:		
Telephone:	Daytime	Evening
Email add:		
Signature and date:		

By giving your reference you give permission to be contacted
*Family references are only valid as additional references (not part of minimum requirement)



Au Pair Reference Pack

Character reference

This person is applying to be au pair in UK-

Au pair name:
Date of birth:

How long have you known this person?.....

What is your relationship with this person? (no family references please)

.....

What do you consider the candidate's best qualities?

.....
.....

What do you consider the candidate's area of weakness or anything they can improve?

.....
.....

Would you recommend this person to work with children? Yes/No

Any
comments?.....
.....
.....

Referee's name/position*:	
Address:	
Telephone:	Daytime Evening
Email add:	
Signature and date:	

By giving your reference you give permission to be contacted
*Family references are only valid as additional references (not part of minimum requirement)

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MEDICAL REPORT

You can provide a medical certificate from your doctor or give this form to be completed and signed by your doctor.

This person is applying to be au pair in UK-

Au pair name:

Date of birth:

Has the applicant suffered from any of the following?

Please circle the correct answer

Asthma	Yes/No	Epilepsy	Yes/No
Diabetes	Yes/No	Allergies	Yes/No
Stress/Depression	Yes/No		
Drug problems	Yes/No		

Is the applicant currently on any medication? Yes/No

Is the applicant pregnant? Yes/No/Not applicable

If yes to any of the above, please provide details;

.....
.....

Would you consider this applicant fit to work with children? Yes/No



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Doctor's name
Address:
Stamp and Date:
Telephone
Signature

We have your permission to be contacted; Yes/No



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POLICE CHECK

Please provide the police check at the time of preparing your pack. If you have applied for your police check, you can use this form as a temporary measure. Completion of this form does NOT replace the need for a police check.

In some countries, it takes several weeks to receive a police check. So please make sure you apply in good time. If possible, please translate your police check into English.

Please sign to confirm that you

- Have no criminal record of any kind
- Have applied for your police check and are awaiting receipt
- Will arrange to forward your police check as soon as it arrives using secure postage or electronic format.

I agree I have applied for the police check on date.....

And would like to continue with my application whilst the document is in progress.

Signed

Signature

Name (please print)

Date:



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AU PAIR AGREEMENT

- I confirm that I have read and understood all material provided and I fulfil all criteria and agree to abide by the au pair program guidelines and conditions
- I confirm all information I have provided online and on paper is accurate, honest and complete
- After my confirmed placement I agree to stay in touch with the host family and the agency
- I will not book any travel arrangements until all details are confirmed by the agency
- I understand I will need to arrange and pay for travel to and from my host country and ensure my passport is valid for the duration of stay
- I will respect my family contract and house rules and carry out my duties to the best of my ability
- I shall seek advice from the host family before using any form of discipline on the children and under no circumstances shall I hit the children and leave them on their own for prolonged periods of time
- I understand the success of the au pair experience largely depends on my initiative and flexibility to adapt.
- Within the first week of arrival, I will inform my agency of my UK mobile telephone number.
- I have any problems or questions which cannot be resolved with the host family; I will contact the agency for assistance.
- I will make every effort to resolve any differences with my host family. If a solution is not found, I will give 14 days notice and may apply for a new placement. During notice, duties and pay continue as normal unless by mutual agreement. I will inform the agency of notice given.
- If I request to be placed in a new host family, I understand I may have to move to another town/city and will cover my own travel cost.
- I shall not hold the agency responsible for any losses, injury or damage
- I understand I can be expelled from the au pair program and may be sent home if I fail to abide by this agreement, if I breach contract with the family, or if there is a case to answer for gross misconduct. This includes (but is not limited to) lying on a profile and falsifying of documents.
- Once expelled, other BAPAA members are unable to take my registration.

- Signature:
- Name (please print):
- Date: