

Application Form

Personal Information

Surname / last name:	
First name:	
Gender: (click and choose)	
Date of birth: (dd.mm.yyyy)	
Nationality:	
Email Address:	
Street Address:	
Suburb / City:	
Country:	
Postcode:	
Home phone number:	
Mobile phone number:	
Passport number:	Passport Expiry date:
Do you have a driver's license? <input type="checkbox"/> yes <input type="checkbox"/> no	
Do you smoke? <input type="checkbox"/> yes <input type="checkbox"/> no	
Do you have any allergies? <input type="checkbox"/> yes <input type="checkbox"/> no	
If yes, please describe:	
Are you vegetarian/vegan? <input type="checkbox"/> yes <input type="checkbox"/> no	
Do you suffer from any eating disorder? <input type="checkbox"/> yes <input type="checkbox"/> no	
If yes, please describe:	
Do you have a medical condition or are you on prescription medication? <input type="checkbox"/> yes <input type="checkbox"/> no	
If yes, please describe:	

Language skills

What languages do you speak fluently?	
What other languages do you speak?	
Have you had experience in being part of an environment that only speaks English? <input type="checkbox"/> yes <input type="checkbox"/> no	
Please select the level of English you have: (click and choose)	

Program Selection

Which package are you interested in? <input type="checkbox"/> Demi-pair <input type="checkbox"/> Part-time Au Pair <input type="checkbox"/> Full-time Au Pair				
Have you worked as an Au Pair before or as a housekeeper or nanny? <input type="checkbox"/> yes <input type="checkbox"/> no				
If yes, please describe:				
Have you had experience with house work or minding children? <input type="checkbox"/> yes <input type="checkbox"/> no				
If yes, please describe:				
Are you comfortable to work with children? <input type="checkbox"/> 0 - 1 year <input type="checkbox"/> 1 - 3 year <input type="checkbox"/> 3 - 6 year <input type="checkbox"/> 6 years and older				
In which city would you like to be an Au Pair? Please give 3 cities in order of preference:				
1.	2.	3.	4. <input type="checkbox"/> I'd rather be in the countryside	5. <input type="checkbox"/> I don't mind
When would you like to start your Au Pair program? (click and choose) - Month - - Year -				
How long would you like to be an Au Pair in Australia? Month				

I, _____, accept that some of the information provided may be passed on to the prospective family. All informations are used exclusively to find a suitable host family.

Signed

Date

Au Pair Roles and Responsibilities

Living with an Australian family

- The Au Pair program is designed for people from overseas that wish to experience a family environment and be part of an Australian family. However, being an Au Pair with an Australian family is very different to being a guest of the family.
- The Au Pair is there to help the family, not to be a guest. You must take your responsibilities as an adult in the home, help the family in their day to day life, yet be independent and be able to enjoy your free time without counting on the family to entertain you.
- Before your arrival you will be provided with a profile of the family you will be living with. This will help you become familiar with the family and what they like to do. You can use this information to help you find subjects to talk about with family members as you get to know them.
- The most important thing for an Au Pair **is not** the level of English. Our families can deal with limited English. The most important for them is your personality and attitude towards life and to be:
 - Proactive
 - Independent
 - Flexible
 - Honest and happy, and
 - Responsible

→ *Do you think you can fit in as an Au Pair with an Australian family?* Yes No

Au Pair tasks

- We design a work schedule with each of our families so that you can see what work is required before you accept a placement with a family. This way you will understand what duties are required of you as an Au Pair and avoids any misunderstandings or false expectations. The work schedule, however, is flexible and can be changed during your placement with the agreement of both the Au Pair and the family.
- The family will show you how to do your job, and explain how long each task should take you, during your first week with them. If you don't understand these instructions, make sure you ask them to repeat the instructions or look up the meaning in the dictionary until you understand the instructions. Do not be shy or feel uncomfortable to ask for clarification – it is important to everyone that you understand your tasks completely.
- It is your responsibility as an Au Pair to undertake your tasks as instructed, efficiently and effectively. Listen carefully and follow all instructions on how the family likes things done, what products to use etc and how long the task should take. Doing things your way may not be OK with the family so always check first before doing things differently than as instructed.

→ *Can you follow instructions or seek clarification if unsure of what to do?* Yes No

Communication is the key

- As an Au Pair, you must be able to communicate on an equal level, professionally and respectfully with family members at all times. Good communication is essential for the development of a good relationship between you and the family, to enjoy your time together and to avoid misunderstandings. It is important that you always try to improve your communication skills.
- Sometimes, learning the culture is as hard as learning the language. So be prepared to ask questions about things you don't understand and talk to family members about anything that you wish to change or do differently. Our host families are nice people and they will listen to you and try to accommodate your wishes where possible. If there is anything bothering you, tell them in a nice way. They will find a solution together with you. But you have to talk and exchange ideas.
- During the program we offer you support to deal with any problem that may arise. However, this does not mean, that we will solve your problems for you. We will simply provide advice on how you can solve the problem yourself.

→ *Can you develop your communication skills and not be shy to raise concerns?* Yes No

Managing children

- As an Au Pair, you are mother number 2 in the house. If you are going to be a successful Au Pair, the children must respect you and do as you tell them.
- You must be aware of time, safety, routines, work and responsibilities as much as the mother. This means that your jobs are to mind and educate the children AND do the housework as you have been trained by a family member.
- All children are curious and have their good and bad days. You must never accept children being naughty or doing silly or dangerous things. You must develop your skills in managing children and always seek advice from the mother on how to manage bad behaviour.
- It is good to develop friendships with the children but there must be boundaries. For example, it is OK for you to request that the children respect your privacy and not enter your room without permission.

→ *Do you think you can manage naughty children or seek assistance to manage bad behaviour?*

Yes No

Questions about you (to help us find the right family for you)
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1. *Do you have brothers or sisters? If so, what are their names and ages?*
2. *Do you have experience with children, if so, please describe:*
3. *What are your hobbies and interests?*
4. *Are you thinking about getting a job during your free time or doing a course of study eg a language course? If so, what are your plans:*
5. *Are you in Australia now? If yes, please write your arrival date and what you have done since your arrival (example: study where and what, worked in any job, has volunteered work...etc)*
 - *Arrival date:* (dd.mm.yyyy)
 - *Visa type:*
 - *Any job experience:*
 - *Any study experience:*
6. *Have you been to Australia before? If so, please write when and what you did while you were in Australia.*
7. *Please list your education level and any qualifications you may have (example: high school completed, description of courses and any other studies done):*
8. *Please list all job experience you have (if any):*
9. *Is there anything else you would like to tell us that you think would help us to match a family with you?*
10. *Please describe what plans and goals you wish to reach after the au pair program?*

WICHTIG

AN DIE ANMELDUNG BITTE ANHÄNGEN:

- 1. Motivationsschreiben / Profil von dir** (auf Englisch)
 - Beschreibe dich, deine Familie, deine Erfahrung mit Kindern und warum du gerne als Au-pair nach Australien möchtest
- 2. 2 Referenzen / Arbeitszeugnisse für Arbeit mit Kindern** (auf Englisch)
 - **mind. 100 Stunden insgesamt** - z. B. Praktikum im Kindergarten, Leitung einer Kindergruppe, Hausaufgabenbetreuung, Babysitting - **nur für Full-time Au-Pairs erforderlich** -
- 3. mindestens 3 Fotos von dir mit Kindern und mit deiner Familie** (Dateigröße insgesamt max. 2 MB)
 - keine sichtbaren Tattoos/Nasenringe oder "Model-Fotos"
 - natürliche Bilder mit Kindern kommen immer sehr gut an
- 4. Kopie vom Reisepass** (kann nachgereicht werden)
 - muss zum Zeitpunkt der Ausreise aus Australien noch mindestens 6 Monate lang gültig sein
- 5. Kopie vom Führerschein** (kann nachgereicht werden)
- 6. Führungszeugnis** (kann nachgereicht werden)
 - beim Rathaus / Bürgeramt beantragen; kostet ca. 13 EUR; kann bis zu zwei Wochen dauern
- 7. Medical Check / Gesundheitszeugnis vom Hausarzt** (kann nachgereicht werden)
 - folgender Text ist ausreichend: "<Name> is mentally and physically fit to be an Au Pair in Australia."

AUSFÜLLEN DES FORMULARS:

Bitte fülle die „Application form“ auf Englisch und an deinem Computer aus. In die grauen Felder passt ziemlich viel Text. Sollte der Platz nicht ausreichen, schreibe die Antwort bitte **zusammen mit der Frage** auf ein Extra-Blatt, das du ebenfalls als Anhang mitschickst.

Felder mit der Bezeichnung „click and choose“ enthalten eine Dropdown Liste, aus der du die Antwort aussuchst.

WICHTIG: Von einem Feld zum nächsten kommst du am besten mit der TAB-Taste oder indem du mit der Maus in die grauen Felder klickst. Die Eingaben **NICHT** mit der Return-Taste abschließen, weil sonst leere Zeilen erzeugt werden.

Wenn du fertig bist, drucke bitte die „Application form“ aus, **unterschreibe sie** und scanne sie anschließend wieder ein. Deine Unterschrift bestätigt die Richtigkeit der Angaben. Du gehst damit noch keine finanzielle Verpflichtung ein.

ANHÄNGE:

Referenzen / Arbeitszeugnisse: Diese Unterlagen benötigen wir auf Englisch. Wenn diese jetzt neu verfasst werden, wäre es gut, dies gleich auf Englisch zu tun. Wenn es sich um ältere Dokumente handelt, schreibe bitte den Text ab und mache eine englische Rohübersetzung mit DeepL (<https://www.deepl.com>). Lege diese Rohübersetzung als Textdatei zu den übrigen Anlagen.

Dateiformate und Dateigrößen: Am besten ist das Format PDF. Der Scanner lässt sich normalerweise darauf einstellen. Ansonsten kann man PDFs von Texten über das Druckmenü erzeugen. Empfehlenswert ist, auch deine Bilder in ein Textdokument einzubetten, ggf. mit Beschreibungen zu versehen und dann zum PDF zu machen. Als Dateiformat geeignet sind ansonsten für Texte auch doc (docx) und für Bilder jpg (jpeg) oder png.

Gut wäre, wenn die E-Mail, mit der du das verschickst, nicht größer als max. 5 MB ist. Wenn es nicht anders geht, schicke lieber zwei E-Mails als eine zu große. Eine gute und kostenlose Alternative für das Versenden von großen bzw. vielen Dateien ist im übrigen WeTransfer (<https://wetransfer.com>).

SCHICKE DAS GANZE ZURÜCK AN: info@iska.de

Wenn dir irgendetwas unklar ist oder du auch sonst gerne Hilfe beim Ausfüllen hättest, schicke uns eine E-Mail und wir melden uns bei dir. Ganz liebe Grüße

Christopher Baeuerlen

ISKA-Team Deutschland

Anne Stewart, Karin Rombrecht & Heike Andryk

Au-pair in Australien