

Thank you for choosing JCR – we look forward to helping you realise your dream of being an aupair or nanny.

These forms are for applicants wishing to apply for placement as a nanny, mother's help or aupair in the following countries: Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Ireland, Netherlands, New Zealand, Spain, South Africa and Switzerland

If you wish to apply for USA please return to the forms page for these application forms.

In this document you will find the following forms, in pdf format, for you to print out. You will require acrobat reader. If you do not have acrobat reader you can download for free from [www.adobe.com](http://www.adobe.com) Please only print out the forms you require.

**PLEASE READ THROUGH THE INSTRUCTIONS VERY CAREFULLY!**

### **International Application Pack**

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## INSTRUCTIONS FOR AUPAIR/NANNY/MOTHER'S HELP

### APPLICATION FOR ALL COUNTRIES EXCEPT USA

Please note that your file gets scanned and is generally submitted to families via email. Therefore it is vitally important that you complete all the forms in full (**in black ink**), **print clearly or type and do not write in the margins**. Please don't forget to sign and date the agreement.

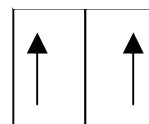
- Complete the **application** form in as much detail as possible.  
A minimum of three **references**, no relatives. [Parent character reference also required] You may offer relatives as **additional** references and they must disclose their relationship to you. Use the forms supplied. **The same person may not provide both character and childcare references**. All references must be provided by different people.
- A copy of your **driving licence**
- Two colour **smiling passport photos**, please write your name on the back of each photo.
- A copy of your **passport expiry date**, it should be valid for at least six months longer than you wish to stay
- Copies of the latest **certificates or diplomas** you hold – academic and/or vocational from school completion onwards. If you do not have a school certificate provide a letter from the school confirming completion.
- COPY of **Police name check**. We do not require a finger print check **Keep the original to send in with visa application – for countries outside the EU**.
- A **medical certificate** of good physical and mental health from your local doctor. This certificate should state that you are fit and well to take care of children.
- An original copy of a “**Dear Host Family**” letter (2 typed pages A4) **signed by you personally**.
- **Childcare Ability Assessment** form.
- **Interview**: The interview takes about 30 minutes to complete. The interviewer can **NOT** be someone related to you, one of your friends or one of your referees. It can be, a teacher, lecturer, someone you work for, a friend of your parents. All questions must be answered and written onto the form by the interviewer. If your mother tongue language is not english then the language assessment must also be completed by the interviewer. PLEASE NOTE that the interview must be conducted in english.
- The duly signed **JCR agreement** acknowledging acceptance of the terms and conditions of JCR and your ability to pay the fee. Make a copy for your own records
- A two A4 page **photo biography**, or color copies of photos, including some photos from your latest child care job. This photo presentation must be in **portrait (vertical) format**. Please **make sure that you label who is in the photo underneath the photo**. It is not necessary to put a lot of photos on your presentation, photos of you with children are best. **Write your name at the top of both pages. Please put these photos on white paper and not cardboard. Please do not laminate the photos.**

**DEAR HOST FAMILY LETTER AND PHOTO PRESENTATION**

Type a letter to your host family on 2 A4 pages. Tell them why you want to be an au-pair/mother's help/nanny, what children you have taken care of and what activities you have enjoyed with them. Include information about your family and your relationship with them. Tell your host family about yourself and try to give them an understanding of your personality and your expectations. Keep your letter informal and friendly. This is an extremely important part of your application so try and make it as interesting as possible. If possible, type the letter. Sign the letter personally. ( please only sign your first name and not your surname)

Prepare a biographical photo presentation on **TWO** A4 pages. On page one put **about** 4 photos of yourself with children you have looked after. On page two put **about** 4 photos of you on your own, with your family, with your friend/s or doing your hobby. Remember to add descriptions underneath each photograph. Use only white paper, do not use board or laminate the pages.

Photo collage



Please note, that finding a family is easy, work permits/visas however can take **two to three months** to process – *so submit your application as early as you can!* Never be tempted to go without proper paperwork.

Your application form will be circulated amongst our Host families, so it should be presented as attractively as possible and should be as informative as possible. Incomplete applications will not be accepted. Your application should make a family want to pick up the phone and call you.

**Please note that unless you inform us otherwise your photo and a brief description will be placed on our website gallery for host families to view. We follow strict privacy laws and no surnames, addresses or contact details will be published on our website.**

### **CONTACT OFFICE DETAILS FOR SENDING IN FORMS**

If applying from the UNITED KINGDOM or EU please send your forms back to:

**JCR UK**

30 Usk Way, Didcot, OXON, OX117SQ

email: [anita@jraupair.co.uk](mailto:anita@jraupair.co.uk)

IF YOU ARE UNSURE ABOUT WHERE TO SEND YOUR FILE, PLEASE CONTACT US ON [anita@jraupair.co.uk](mailto:anita@jraupair.co.uk) AND WE WILL BE HAPPY TO ASSIST YOU.





**Education**

Have you completed 12 years of **schooling**? Yes    No

If No, Please indicate what level of school completed.....

**What is the most advanced educational or professional qualification that you have obtained?**

Do you have any future plans for further education?

**About yourself**

Please circle,underline,highlight or bold the words that best describe characteristics of your personality and lifestyle and then list below any other of your dominant qualities.

- |          |           |           |              |             |
|----------|-----------|-----------|--------------|-------------|
| Positive | Neat      | Attentive | Messy        | Honest      |
| Negative | Clean     | Organised | Nature lover | Hardworking |
| Outgoing | Sensitive | Creative  | Witty        | Responsible |
| Shy      | Calm      | Artistic  | Mature       | Caring      |
| Loud     | Athletic  | Social    | Independent  | Dependable  |

Other:

Do you presently have a serious boyfriend or girlfriend? Yes    No

Explain how you will cope with homesickness when away from your boyfriend/girlfriend for up to 12 months?

**Interests and Hobbies**

Please circle the areas that describe your interests and hobbies

- swimming   riding   cycling   skiing   snow boarding   tennis   soccer   running   gymnastics   writing  
 reading   arts and crafts   musical instruments   piano   guitar   violin   flute   choir   dance  
 photography   artwork   decoupage   scrapbooking   computers   community service

other: \_\_\_\_\_

How do you spend your leisure time?

**Do you have any special talents or skills which may be useful when caring for children e.g. first aid, life saving**

Do you know how to swim? Yes    No

**Work Experience – CHILDCARE/CHILDMINDING ONLY**

Detail each position that you have had in chronological order starting with the most recent. If you require another sheet, please add one.

EMPLOYERS FULL NAME:

DATES EMPLOYED:

POSITION:

RESPONSIBILITIES (Including names and ages of children)

- 
- 
- 
- 
- 

REFEREE:

EMPLOYERS FULL NAME:

DATES EMPLOYED:

POSITION:

RESPONSIBILITIES (Including names and ages of children)

- 
- 
- 
- 
- 

REFEREE:

EMPLOYERS FULL NAME:

DATES EMPLOYED:

POSITION:

RESPONSIBILITIES (Including names and ages of children)

- 
- 
- 
- 
- 

REFEREE:

**GENERAL CHILDCARE EXPERIENCE (including babysitting) Please state your age at time of each job.**



**CHILDCARE ABILITY ASSESMENT****Please write in black ink.****Name:** \_\_\_\_\_Have you had 200 hours experience in childminding? yes no**Please write in note form an answer to the questions .****1. Please list 3 things you should do when changing nappies**

- 
- 
- 

**2. How would you handle a child of any age, becoming very upset at not getting their own way and having a tantrum?**

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**3. How would you handle a child who refuses to eat?**

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**4. Can you tell about a time when you have been aware of children in an unsafe environment and what you did about it?**

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**5. What were the potential risks in this unsafe environment?**

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**6. If a baby or young child is crying what are the basic needs you would check for to try and determine the problem?**

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**7. How do you talk to children?**

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**8. What do you consider the most important qualities of a good childminder?**

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9. Suggest a few games that you could play indoors that require no/very little equipment

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10. How does the supervision of children differ when dealing with:

a baby \_\_\_\_\_

a toddler \_\_\_\_\_

a school child \_\_\_\_\_

11. Where do you see yourself in 5 years time?

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12. What do you enjoy the most about childcare?

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### CHILDCARE REFERENCE

Please complete form in BLACK INK as blue ink does not show up on copy

NAME OF APPLICANT: \_\_\_\_\_

**REFERENCE INFORMATION: Can the prospective host family contact you**  Yes  No

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FOR DAYTIME VERIFICATION

EMAIL CONTACT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

How many children do you have: \_\_\_\_\_ Age of children: \_\_\_\_\_

How do you know the applicant?

\_\_\_\_\_

How long has the applicant been helping you with your children? \_\_\_\_\_

1. From your knowledge of the applicant rate her/him in the following areas. EX=EXCELLENT; VGD=VERY GOOD; GD= GOOD; PR=POOR, or leave blank if unknown.

	EX	VGD	GD	PR		EX	VGD	GD	PR
Overall Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Personality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude towards children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to relate to children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to relate to adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate the responsibilities with which, in your opinion, the applicant could be entrusted:

YES	NO	UNKNOWN		YES	NO	UNKNOWN	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children's meal preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driving children
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Baths for children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supervise children chores
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children's laundry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan children's activities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Light Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Care of infants
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Care of Multiple Children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lift/carry children

When did the applicant last care for your child(ren)? \_\_\_\_\_

How often does/did the applicant care for your child(ren) ? \_\_\_\_\_

Do you feel perfectly comfortable recommending the applicant to a prospective host family, understanding that she/he will be placed with the family and caring for their child(ren)?  yes  no  
 In your opinion, why is this applicant suitable for a childcare placement ?

In your opinion, what are the applicant's strongest qualities? \_\_\_\_\_

Please give your opinion about the applicant's sense of responsibility and emotional maturity:

Please indicate your level of recommendation:

Working with children **under 5 years** old:

Highly recommended  Recommended  Cannot Recommend

Working with **school-age** children:

Highly recommended  Recommended  Cannot Recommend

Name of applicant ..... Please use a black pen.

**CHARACTER REFERENCE**

**To the Applicant** Please give this form to the person you have listed as a character referee. This is someone who you have not done childminding for. It can be a friend of the family etc.

**To the Referee** The above named person is applying to participate in a aupair/nanny program. The program would involve him/her living/working with a family and caring for their children. Please give your honest opinion of the applicant's suitability for this program by completing the form, and returning it directly to us.

Name  
.....

Telephone ..... E-mail .....

In what capacity do you know the applicant? .....

How long have you known the applicant? .....

Please give your opinion about the applicant's:

- a) ability to adapt to new situations .....
- .....
- b) sense of responsibility and maturity .....
- .....
- c) trustworthiness .....
- .....
- d) ability to persevere .....
- .....
- e) ability to form good relationships with others .....
- .....
- f) strongest personality traits.....
- .....

Why would you recommend the applicant on this program? Please give your reasons in detail.

.....  
I declare that the above information is correct and complete to the best of my knowledge. I do not know of any reason why the applicant would be unsuitable for the program.

.....  
Signature

.....  
Date

Name of applicant .....

**CHARACTER REFERENCE FROM PARENT**

*To the Applicant* Please give this form to your mother or father.

*To the Referee* Your child is applying to participate in a aupair/nanny program. The program would involve him/her living with a family and caring for their children and being part of the household and thus participating in the general housekeeping. Please give your honest opinion of your child's suitability for this program by completing the form.

Name

.....

Telephone ..... E-mail .....

Does your child still live with you? .....

Please give your opinion about your child's:

a) ability to adapt to new situations .....

.....

b) sense of responsibility and maturity – please give examples.....

.....

c) Does your child have specific chores around the house that are his/her specific responsibility? Please detail.....

.....

d) What is your child's general attitude towards lending a helping hand with chores that are not his/her specific responsibility?.....

e) ability to form good relationships with others .....

.....

f) Do you feel your child would be best suited to an environment where the duties required are very strictly laid out or do you think they would suit an environment where they have good guidelines but are also expected to act on their own initiative?.....

.....

How would you rate your child's housekeeping ability?.....

I declare that the above information is correct and complete to the best of my knowledge. I do not know of any reason why my child would be unsuitable for the program.

.....  
Signature

.....  
Date

### INTERVIEW FORM

Applicant's name		Nationality	
Interviewer's name		Phone	
Date		Alt Phone	
Address		Fax	
Email Address		Post Code	

*THIS INTERVIEW MUST BE COMPLETED ENTIRELY IN ENGLISH.*

QUESTION	ANSWER
Why do you want to be an au pair?	
What are your expectations of the time you will spend overseas?	
Describe your plans for the future. What are your goals?	
Describe your general health?	
Describe where you were born and raised?	
Please list any siblings' names and ages.	
Describe the relationship you have with your siblings.	
How often do you have contact with your family members?	
Describe your family's support of your decision to become an au pair.	
What is your family's reaction to you spending a year away from home?	
How were you disciplined for unacceptable behavior as a child?	
When, where and for how long have you spent time away from home?	
When, where and for how long have you traveled overseas?	

Are you willing to be placed with a family that is of a different religion? How would you accommodate?	
What is your favorite area of study? Why do you like it?	
What did you like about your last childcare experience? What did you dislike about it?	
Where and when did you complete any formal language courses?	
What volunteer work have you done?	
What do you consider to be the most important skills you have for being the primary childcare provider?	

<i>Please describe how you would respond to the following circumstances:</i>	
A 4-year old child in a toy store asks for a toy that her parents have instructed you the child was not to have...	
Two young children are fighting over a piece of candy...	
The Host Family calls at the last minute and requests that you care for the children while they go out for the evening. You had previously made arrangements for that night with friends and the Host family knew about it...	

<p>The 2-year old child you are caring for fell down and cut his chin and is bleeding...</p>		
<p>You believe the children you care for are not disciplined. You tell the Host Family and they don't seem to care...</p>		
<p>Describe the types of activities you would plan for these age groups...</p>	<p>Infant</p>	
	<p>Toddler</p>	
	<p>4 – 6</p>	
	<p>6 – 9</p>	
	<p>10 – 12</p>	
<p>Explain the procedure of changing a diaper, step by step.</p>		
<p>How will you adjust to a new family, new country, and new culture?</p>		
<p>How much notice do you require before leaving for a placement with a Host Family?</p>		
<p>What problems do you anticipate while living with a Host Family?</p>		
<p>How do you feel about being placed with a family of a different race, political views or beliefs?</p>		

Please rate the au pair's:	<div style="text-align: right;"> <u>Poor</u>   <u>Fair</u>   <u>Good</u>   <u>Excellent</u> </div> Appearance Self Confidence Attitude Manners Communication skills
This applicant will make a good au pair for the following reasons:	
What difficulties might the au pair experience while placed with a Host Family:	
Interviewer's signature	  
Date	  

## NON ENGLISH SPEAKING CANDIDATES INTERVIEWER'S ASSESSMENT

For candidates who are NOT mother tongue English speakers, please complete the following assessment:

THE REMAINING QUESTIONS ARE TO BE COMPLETED BY THE INTERVIEWER:	
Please rate the applicant's comprehension of the English language.	<div style="text-align: center; margin-bottom: 10px;"> <u>Verbal</u>   <u>Written</u>   <u>Reading</u> </div> Native Excellent Very Good Good Moderate Poor
Please circle the number that best describes your rating of the applicant's spoken English on a scale of 1 to 5.	<b>1</b> – uses few or no English words <b>2</b> – uses some English words <b>3</b> – responds in complete thoughts <b>4</b> – responds in a complete sentence or two <b>5</b> – responds completely with descriptive language
<b>ENGLISH RATING SCALE:</b> <b>1</b> – uses few or no English words; understands greetings, and other basic, memorized phrases. <b>2</b> – uses some English phrases though thoughts may be disconnected; understands basic English sentences when spoken slowly and clearly, relies on body language and facial expressions to determine meaning. <b>3</b> – responds in complete thoughts, has large vocabulary of every day common terms; can perform tasks based on a short series of instructions, takes short time to mentally translate, can understand complex sentences when repeated or rephrased. <b>4</b> – responds in a complete sentences, can re-word what he/she is saying when meaning is unclear or cannot remember unusual vocabulary words; can perform tasks based on complex instructions, can understand others speaking at a natural rate. <b>5</b> – responds completely with more descriptive language; does not take time to mentally translate when listening or speaking, understands conversations about abstract things. <b>Native</b> – English is his/her native language	
Using the scale above, please assign an overall rating to the applicant's ability both to speak and to comprehend English. Briefly justify why you assigned that number rating.	Rating: Justification:

**AGREEMENT TO BE SIGNED BY EACH AU PAIR/MOTHER'S HELP/NANNY  
APPLICANT PRIOR TO PLACEMENT WITH THE HOST FAMILY BY JCR UK  
INTERCULTURAL EXCHANGE PROGRAMS**

I hereby undertake and agree as follows:

1. To complete all visa and screening requirements in accordance with the instructions given and to be responsible for obtaining a valid passport and complying with all/any vaccination and immunisation requirements. I understand that applying for the relevant visa is entirely my own responsibility and that once the visa application is being processed, the length of time taken for the visa to be issued is entirely in the hands of the relevant government visa officials and that I will not hold JCR UK, their staff, affiliates and agents liable for any changes in my departure plans, as a result of any unforeseen visa issuing delays. Cancellation of participation in the program is only acceptable on unreasonable delay on the part of the visa issuing office, where I am no longer able to fulfill the program period requirement due to pre-existing, proven future commitments. [Unreasonable delay understood, in this context, to be in excess of a month over and above the expected visa issuing period.]
2. I will carry out my childcare responsibilities to the best of my ability and with due respect and will take full advantage of the cultural and educational opportunities in my community.
3. I agree to abide by the rules set by my host family.
4. If applicable, I will leave the host country at the end of my stay on or before the expiry of my duration of stay as determined by the host country Immigration regulations and will not attempt to return subsequently without a valid and current visa at that time.
5. I will not accept any form of paid employment during my stay without the express permission of my host family.
6. As detailed on my application form, I certify that I have successfully completed my secondary school studies/training and that I have never been charged or convicted of a criminal offence.
7. I understand that my application and contents therein cannot be returned to me at any time.
8. I understand that failing to provide full and accurate responses to the questions asked in this application, at interview and on all ancillary documents are grounds for my application to be rejected.
9. I agree to stay with the host family for the full period initially agreed unless there is a direct threat to my health or welfare. I understand that I can be placed with an alternative family at the sole discretion of JCR UK or their agents. In the event that I do not complete the agreed term, I will leave the host country, dependant on my visa restrictions/allowances.
10. I hereby warrant that the information I have given in the application form completed by me is accurate and I agree that I will perform my duties as an au-pair/mother's help/nanny to the best of my ability and indemnify JCR UK, their staff and agents and organisations affiliated with them, against any loss or damage suffered by any of them or any claims made against them as a result of any breach or negligence by me during my participation in the program.
11. I further agree that JCR UK, their affiliates, agents and employees will act on my behalf in my appointment and that none of them will be under any liability to me in respect of any loss, damage, personal injury, delay or expense suffered or incurred by me resulting from any act or omission by any carrier, and any member of the host family or any other body corporate or non corporate in relation to transportation to and from and within my host country, my duties for my host family or any other facility or service organised on my behalf.
12. In addition to learning the host country's language, if applicable, I understand that I am expected to adapt to the culture and lifestyle of the host family. I understand that my host country may have different health care services, living conditions, road and transportation systems, educational approaches and systems, criminal justice systems, civil liberty laws, customs and values. I understand and am aware of these differences and accept the inherent risk of traveling and living in another country. I agree to hold JCR UK and its agents, harmless for all risks inherent in foreign travel and living abroad, all negligence and intentional acts caused by all third parties during my participation in the program.
13. I understand that, in the event of late cancellation after JCR head office has confirmed a host family matching, JCR UK reserves the right to charge a cancellation fee of £500. I understand that program fees may include au-pair orientation booklet and a childcare booklet. I agree to pay the program fee at the time of confirmation of

host family matching. I understand that a deposit is required as the first part payment of the program fee and the balance of the program fee is due on my acceptance of a host family matching and must be paid on presentation of invoice. I also understand that the program fee is not refundable. I understand that this payment must be made on presentation of invoice.

Initial: \_\_\_\_\_

Surety's initial

- 14 It is agreed that English law shall apply to this agreement and I agree to submit to the jurisdiction of English courts in the county of Oxfordshire. Should any part, term or provision of this Agreement be declared by any court to be or be accepted by the parties as being in conflict with the law or unenforceable the validity and enforceability of the remainder of this agreement shall not be affected thereby.

Signed

Date

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Print Name