

How to fill out your application forms

When filling out your application forms please follow our instructions below. It might look like a lot for you to read but they are very helpful! The instructions will prevent you from making any mistakes. One idea is to make a copy of the application forms, to write on the copy first and then transfer the correct information to the original.

General instructions

Please note that you must be between the ages of 18-26 to travel as an au pair. Should you be under 18 years of age, you are still welcome to complete your application forms and be interviewed; however you will not be able to travel until your 18th birthday.

- Remember that we will use the application to select a suitable host family for you - so your answers should be honest, sincere and you should complete the application forms yourself. All questions are important so you must answer all questions completely. Do not leave any questions unanswered. If you do, host families may not consider your application.
- Please write as neatly and fully as you can, and use a black pen. Do NOT use white out if you make mistake. Either neatly cross out and correct or start on a new form. Remember that many au pairs are applying, so you want your application to be a positive reflection of you.
- If you need more space, please use another piece of paper and clearly mark which questions are continued.
- As your application is going to be scanned/copied, please make sure that you use good quality pictures and a dark pen, best is black, to fill in all your application forms and to write onto the photo collage and other additional sheets. If you use additional pages, use light colored paper and do not use materials that cannot be put into a scanner, such as glitter, etc
- Make a copy of the completely filled out application forms before sending them to us in case they get lost. If you are sending grades or other important documents, send photocopies of certificates or diplomas, and not the originals.

Application form page 1

Photo: Please attach a smiling and friendly photo (no child wants a sad looking au pair). If you have a body piercing, you should consider removing it for the photo and keep it out during your stay in the USA as most host families will not want a pierced au pair. This photo is your host family's first impression. Make it a positive one.



Question 1

Fill in your names as they are shown in the passport (also middle name, etc.). NO nicknames or short forms of your name(s) as this will cause visa problems!

Question 2

Phone numbers: Please fill in the country code (for example: Switzerland is +41). Do not forget to notify us if your phone number changes during your application process as we cannot match anybody we cannot get in touch with! Do not forget to check the box with the best phone number to reach you on.

Email address: Email is a good alternative/addition to the phone and makes it easier for us and the host family to get in touch with you. Make sure that you check your email on a regular basis! Please watch the name of your email address. Some meant-to-be funny names do not always make a good impression (For example: kissme@...com).

Question 3

Birth date: write the month FIRST then the day and then the year

Home country: the country you live in

Nationality/citizenship: your nationality for example Czech, Swiss, Hungarian...

Question 4

If you do not live with your parents, if they are divorced or separated, please fill in the information anyway.

Question 5

Complete as follows: Marta, female, 1982

Question 7

Write all languages you have learned, do not forget English.

Question 8

Please indicate if you are currently in secondary school (high school), university, or if you are employed full time.

Question 10 + 10a

When indicating what year you are enrolled in university it is helpful to indicate also which year out of total number of years to earn a degree. Such as “year 2 of 4”, meaning you are in the second year of a 4 year degree. For “what are you studying” just list your major concentration, such as “Tourism”.

Question 13

Here, you should tell about your jobs, practical trainings and education. Do NOT mention childcare experiences here.

Application form page 2

Question 14

Tell us in the first line when you began practicing driving and how often you practiced before getting your license (i.e “one a week”). Make sure that you write exactly the same dates that are shown on your driver’s license. For the question on “winter conditions” please indicate if you have experience driving in snowy or icy conditions.

Question 15

This question is very important! Please be honest. If you do smoke, be as detailed as possible. Please write on an extra page a short letter saying why you smoke, where and how often you smoke and if you can agree not to smoke inside the house and whenever you are with children. If you write that you are a non smoker the host family will expect you not to smoke at any time. If you are a smoker and the host family allows you to smoke outside, remember you will not be allowed to leave the children alone to go out to smoke. Very few host families accept a smoker. If you are a smoker you should know that it might take some time for us to find you a family. We suggest that you apply in good time before your planned departure. Note that if you are a smoker, but write that you are a non-smoker, a host family may request that you be removed from their home, so please remember to be as honest as possible.

Question 16

If you choose ‘No’, please explain why. For Americans the word ‘pets’ means household pets like dogs, cats, birds, fish, horses, etc. If you cannot live with a certain kind of animal please say why (allergic, afraid, etc.)

Question 17

If you do have a tattoo or piercing please include a separate sheet describing what you have. Indicate if you are willing to remove any piercing if a host family asks you to. If the piercing or tattoo is located in any location that might be visible, please include a photo.

Question 18

Please write either your religion OR tick off the non-denominational box.

Question 19

Please be honest! If you choose any answer other than ‘No’, please explain.

Question 20

If you choose ‘Yes’, please explain in detail. If you have any special food habits, please write here, if you would feel comfortable preparing food that you would not eat. For example, if you are a vegetarian, if you would prepare a ham sandwich for the children.

Question 23

Feel free to write down as many interests as you like - the more interests the better!

Question 25

Swimming is important to many host families so please give an accurate indication of your swimming ability.

Application form page 3-4

Question 26a

This is the most important part in the whole application. **Before you fill in this area, use the enclosed worksheet so the application stays neat and correct.** Write about ALL the experience with children that you have, including relatives, volunteer experience, etc. Extra paper is more than welcome because the more experience the better! Start with the most recent experience and try to get references from as many of the experiences that you write about as possible. Please be very specific about your experience with infants aged 0-2 years old. Infant experience means that you have experience caring for children from newborns up to 2 years old. Please mark if you cared for them on your own (without supervision) or if you shared responsibility (such as a helper or in a daycare center). Describe in detail what you did with the children; if you made them dinner, read stories, played outside, drove them to school or took them to the park. Host

families look closely at this to see if your experience is similar to their family's needs. Make your best estimate of how long you cared for the children and how many hours you have babysat for each experience.

Once you have completed the worksheet, transfer the information to the application. You will not include your totals as your local leader will calculate and confirm the total hours with your references.

After the boxes outlining each childcare experience you will see a section where you can detail the types of skills you have while working with children. On the left are skills while caring for children under 2 years old (changing diapers, etc). On the right are things to do with children over two. You will be asked to indicate if you did these things Often, Occasionally, or Never. "Often" would indicate that you did this regularly when you were with the children (such as if you changed a baby's diaper almost every time you watched him/her). "Occasionally" would mean that you did this once in a while (sometimes you would feed the children meals when you were with them, but not usually).

Question 26a

In this section, please indicate if you might obtain more experience caring for children before you depart. If you do get more hours of childcare, please be sure to let us know! This will improve your profile in the eyes of a host family.

Question 27

Sometimes we have host families with children with some special needs. There are many different types of special needs, such as learning disabilities, Attention Deficit Disorder, Downs Syndrome, or physical impairments such as hearing impairment, etc. In this section, we would like to know if you are open to hearing from a family that has such a child. This does not mean that you have to accept the family, only if you are willing to consider it. A family would outline with you the specific needs their children might have so you can decide if this is the right placement for you.

Also outline here if you have experience in caring for such children. Such experience is not required but is helpful.

Question 28

Do not be modest here. If you are really good at something, write about it! You can write almost anything here. For example, if you really are good at a special sport, know first aid (most of you will, as part of your driving test), are good at baking or cooking. Alternatively you could write about personal achievements.

Question 29

This could include being a camp leader, school captain, sports captain or swim instructor etc.

Question 31

Write down as many activities as possible! Fill in the whole space.

Question 32

VERY IMPORTANT QUESTION FOR THE HOST FAMILY! Please make sure that your answer is carefully worded, well thought through and of high quality.

IMPORTANT! Do not forget to sign the end of page 4 with a black pen.

Application form page 5

Personal letter

This is your chance to write about yourself, family, interests, friends and perhaps about the area where you live. Information that your other application materials may not show. But most importantly, be sure to write as much as possible about your experiences with children and what you have done with them. Keep in mind that the reader of this letter is a potential host family that is wondering if you are the right person to care for their children each day while they are at work. Remember to write about why you would like to be an au pair and what it is that you love about children. It's a good idea to include funny or amusing stories from your previous babysitting experiences. You do not have to use our paper provided - maybe just use it to practice so that you don't make any mistakes. You can use your own stationary to make your letter more personal and creative (use stickers, pretty colours, draw pictures etc) but please write on light colored paper.

Please handwrite your letter - no typing!

Au pair childcare reference/personal reference

- The following criteria must be fulfilled in order for you to be accepted onto the program:
 1. You must have at least three very good non-family related references (References from sisters, brothers, aunts, uncles, grand parents, cousins should be attached as additional information but not as the first three references).
 2. At least one must be a childcare reference according for 200 of your childcare hours (the confirmation of the childcare hours can be from a related person; however we recommend you to get a non-family related reference for your childcare hours if possible).
- The three required non-family related references must be from different adults who know you well and who are not part of your family. The more qualified your referees are to comment on your childcare experience the better.
- If you are using as your required non-related childcare reference your experience babysitting your relatives, someone other than your relatives should complete a reference for this experience. For example a neighbor or a family friend. If this is for a reference in addition to your 3 non-related references, then your relatives can complete the reference form.
- The references must answer ALL questions! The host families read the references very carefully when selecting an au pair; they want to know how people see you and why they trust you. Ask these people to answer the questions as fully as possible. If they think you are the best, they should say so! If your reference giver doesn't know English well, have her/him filled in the form in her/his mother tongue and have it then translated by our office.
- We encourage you to submit more than the minimum three references, if you can. The more the better!
- All of your references will be called by Cultural Care to verify the information given. It is also possible that a prospective host family will call one of your references for additional questions.

Photo Collage

- Please use light colored A4 sized paper as we are going to scan your application. Therefore, please use good quality photos and a dark pen, best is black. You should submit more than one page - maybe have one page with childcare experience, one page of family and one page with friends and activities you enjoy.
- Include photos of you together with children that you have taken care of and/or photos of you and your family and friends.
- Do not include photos of you in pubs or nightclubs, you and your friends with alcohol, people - especially you - in inappropriate clothing (tops with a deep neckline, very short and tight skirts, bikinis, etc.) or naked people.
- Use your imagination to make your collage artistic, and please include a small explanation for each photo.
- Write your name on all sheets.
- Make sure your collage is neat and will not fall apart easily.



Criminal Record

You must apply for a criminal record from your national registry. Only those with a clean criminal record will be able to participate in the Cultural Care Au Pair program. You should send us a copy of your record at least 6 weeks prior to your departure. It may take a few weeks to obtain your check, so we suggest that you check immediately with us when you have to apply for it.

Passport/Visa application

For your U.S. visa a valid passport will be required. If you do not have a current passport, you should organize one immediately. If you already have a passport, please make sure it is valid until 6 months after your return date from the USA. If not, you have to apply for a new passport. Visa application forms and instructions will be sent to you upon placement, and you will then apply through the U.S. Consulate for your J-1 visa.

Driver's license

You must include a copy of your driver's license. If you have not obtained a driver's license you will have to send in a copy as soon as you have done so. You will also need to obtain an International Driver's License the week before you depart. Do not send your International Driver's License to Cultural Care Au Pair - you should retain this.

Health certificate

You must complete the personal health information yourself and hand it in with your application. Your doctor will need to fill out the Physician's Health/Certificate of Health evaluation you will receive later. This can be sent in to the office at a later date (at least 6 weeks prior to departure). The Physician's Health evaluation cannot be older than six months from your departure date.

Documentation of education

You need to enclose a copy of equivalent of a Higher School Certificate. If you are just about to finish school then send us a copy as soon as you have received your final grades. Please do not send the originals.

Diplomas and certificates

If you have done something that you are really proud of and want to highlight to the family, you can also enclose diplomas, reports or certificates. Again, please send copies - not the originals. English certificates and first aid certificates are especially valuable to include. It's also a nice idea to include any other personal things that are important to you, such as a drawing from one of the children you baby-sit, or if you are creative then perhaps a poem or drawing of your own!

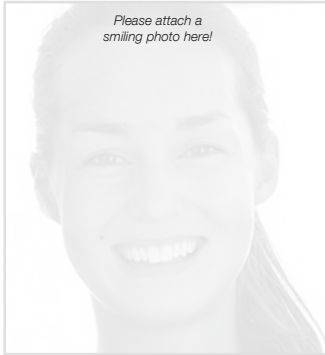
Last but not least...

Read through your application and ask yourself if you were a host family would you choose this au pair. It is also a good idea to have someone else check over your application (preferably a person who knows some English) before you submit it to check for any spelling mistakes etc. Please be sure it is neat and easily readable! If you need help with your application forms or if you would like assistance with gaining more experience, please call your local office.

We wish you a lot of fun filling out your applications forms - it's the first step towards your year of a lifetime!

Cultural Care Au Pair

Application Form



Please type or write neatly in black ink. This application will be presented to potential host families.

Au Pair Applicant

1. First name: _____
As written in passport

Last name: _____
As written in passport

Street: _____

Postal code: _____ City: _____

Country: _____ Passport number: _____

*If renewing your passport before your departure, please leave blank.
If you do not have a passport, please apply for one immediately.*

2. Home phone number: 011 - _____ - _____ - _____ Other phone number: 011 - _____ - _____ - _____
Country code Area Code Local number Country code Area Code Local number

Mobile Phone: 011 - _____ - _____ - _____ Which phone is easiest to reach you on? Home Mobile Other
Country code Area Code Local number

When is the best time for a host family to phone you (your time zone)? _____

E-mail address (please print clearly): _____

How often do you check this email address? Daily Weekly Rarely

3. Birth date: Month _____ Day _____ Year _____ Sex: Female Male

City of birth (as in passport): _____ Country of birth: _____

Home country: _____ Nationality/citizenship: _____

Family Information

4. Mother's name: _____ Father's name: _____

Occupation: _____ Occupation: _____

Home phone: 011 - _____ - _____ - _____ Home phone: 011 - _____ - _____ - _____

Mobile phone: 011 - _____ - _____ - _____ Mobile phone: 011 - _____ - _____ - _____

5. Siblings (list name, sex and year of birth): _____

6. What language is spoken in your home? _____

7. What other languages do you speak? _____

Educational and Work Experience

8. What is your current occupation? Secondary student University student Employed as _____ Other: _____

9. What month and year did you or will you finish your secondary/high school education? _____

10. If you have attended university, what month and year did you or will you finish university? _____

10a. If you are enrolled in university, what year are you enrolled in currently? _____

What are you studying? _____

11. What would you like to do when you return from the USA? _____

12. Please describe your experience with household duties (cooking, cleaning, etc.): _____

13. Please describe any work experience/practical training other than childcare that you have had. Start with the most recent.

1) What did you do? _____ When (from/to)? _____

2) _____

3) _____

Updates from Office Staff (office use only): _____

Driving

14. • When did you start practicing to drive? Month _____ Year _____ How often? _____
- When did you get your drivers license: Month _____ Year _____ I do not have a driver's license yet, I plan to take it in _____
- Approximately how many times per week do you drive? _____
- What access do you have to a car? (e.g. use family car, have my own car, etc.) _____
- Is your driving experience with a car with: Automatic transmission Stickshift (standard) transmission Both
- Where do you usually drive? (e.g. on city streets, in a village, on highways, busy roads etc.) _____
- Do you have experience driving in snow or icy conditions? Yes No Comments: _____
- Would you feel comfortable driving with children in the car? Yes No Comments: _____
- Are you willing to drive in the USA as an au pair? Yes No Comments: _____
- Have you ever been in a car accident in which you were at fault? Yes No Comments: _____

Personal information

15. Do you smoke? Yes No Occasional/social smoker If yes, or occasional/social smoker, how often? _____
- If you do smoke, can you agree not to smoke in your host family's home and whenever responsible for and with the children? Yes No
16. Can you live with pets? Yes No If no, what pets are you not able to live with? _____
- Comments: _____
17. Do you have any tattoos or piercings? Yes No If yes, please describe and include photo: _____
18. What is your religion? _____ Non-denominational (e.g. no specific church)
- Do you attend religious services? Weekly Monthly Occasionally Special holidays Never
19. Please check off if you have had or have any of the following: allergies chronic health conditions epilepsy physical disabilities
- eating disorder depression seen a psychiatrist contagious disease If yes, please attach an explanation
- Could these or any other health condition affect your duties as an au pair? Yes No If yes, please attach an explanation
20. Do you follow a special diet (vegetarian, food allergies etc.)? Yes No If yes, please list: _____
21. Would you consider living with a host family that followed a special diet (e.g. vegetarian, kosher)? Yes No
22. Have you ever been away from home for longer than 2 months? Yes No If yes, how long? _____
- Where did you go? _____

Interests and Hobbies

23. Please describe any interest and experience in the following areas, and how often you participate in them:
- | | |
|--|---|
| <p>Sports (e.g. swimming, soccer, basketball, skiing, jogging etc.)</p> <p>Sample: <u>basketball once a week</u></p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>Arts/Entertainment (e.g. museums, movies, theatre, reading, ballet, dancing, sightseeing etc.)</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>Music/Instruments (e.g. listen to music, play an instrument such as piano, guitar etc.)</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>Creative activities (e.g. photography, drawing, handicrafts, writings, arts etc.)</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| <p>Outdoorsy activities (e.g. hiking, camping, biking, sailing etc.)</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>Other (e.g. computers, cooking, travel, meeting friends etc.)</p> <p>_____</p> <p>_____</p> <p>_____</p> |
24. Please describe any other activities or interests you participate in and enjoy:
- _____
- _____
25. Do you swim? Yes No Please rate: Strong Good Weak I would like to learn
- Would you feel comfortable being responsible for children while they are in a pool or on the beach? Yes No
- Comments: _____

Childcare information

26a. Please describe in detail, all of your childcare experiences and what your responsibilities were with the children. Start with your most significant experience. If you worked in a group setting (such as daycare center, playgroups etc.), please indicate the number of children in the group and the age range. You do not need to list the children separately

1. Type of childcare: _____ **Reference name:** _____

I cared for children on my own I shared responsibility

Information about the children:

When and how often did you take care of these children?

Name of the children: _____ Sex (M/F): _____ Age started (year and months): _____ Age stopped/ongoing: _____ _____ _____ _____ _____ _____	Started (month/year or dates): _____ month _____ year Ended (month/year or dates): _____ month _____ year Average number of days per month? _____ days Average number of hours per day? _____ hours Were any of these children under the age of 2? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many hours did you care for them? _____ hours
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Please describe your duties and responsibilities while you cared for the children listed above: _____

2. Type of childcare: _____ **Reference name:** _____

I cared for children on my own I shared responsibility

Information about the children:

When and how often did you take care of these children?

Name of the children: _____ Sex (M/F): _____ Age started (year and months): _____ Age stopped/ongoing: _____ _____ _____ _____ _____ _____	Started (month/year or dates): _____ month _____ year Ended (month/year or dates): _____ month _____ year Average number of days per month? _____ days Average number of hours per day? _____ hours Were any of these children under the age of 2? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many hours did you care for them? _____ hours
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Please describe your duties and responsibilities while you cared for the children listed above: _____

3. Type of childcare: _____ **Reference name:** _____

I cared for children on my own I shared responsibility

Information about the children:

When and how often did you take care of these children?

Name of the children: _____ Sex (M/F): _____ Age started (year and months): _____ Age stopped/ongoing: _____ _____ _____ _____ _____ _____	Started (month/year or dates): _____ month _____ year Ended (month/year or dates): _____ month _____ year Average number of days per month? _____ days Average number of hours per day? _____ hours Were any of these children under the age of 2? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many hours did you care for them? _____ hours
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Please describe your duties and responsibilities while you cared for the children listed above: _____

4. Type of childcare: _____ **Reference name:** _____

I cared for children on my own I shared responsibility

Information about the children:

When and how often did you take care of these children?

Name of the children: _____ _____ _____ _____ _____ _____	Sex (M/F): _____	Age started (year and months): _____	Age stopped/ongoing: _____	Started (month/year or dates): _____ month _____ year
				Ended (month/year or dates): _____ month _____ year
				Average number of days per month? _____ days
				Average number of hours per day? _____ hours
				Were any of these children under the age of 2? <input type="checkbox"/> Yes <input type="checkbox"/> No
				If yes, how many hours did you care for them? _____ hours

Please describe your duties and responsibilities while you cared for the children listed above: _____

Please check all experiences which you have had with infants, toddlers and children:

Babies (0-24 months)	Often	Occasionally	Never	Children 2 years and older	Often	Occasionally	Never
Change diapers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preparing meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare baby bottles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Creating activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meal preparation/feeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Helping with school work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bathing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soothing crying baby	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Playing sports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helping to fall asleep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arts and crafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____				Bedtime routines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Other: _____			

If you have other experiences, please attach a list.

26b. Can you get more childcare experience before you depart for the USA? Yes No Maybe

If yes/maybe, with: Children ages 0-2 Children age 2-4 Children ages 4 and up?

If yes/maybe, how many hours do you think you will have? _____

27a. Would you be willing to care for a child with special needs (learning disabilities or other disabilities) Yes No Maybe: _____

27b. Do you have experience with special needs/handicapped children? Yes No If yes, please include reference in this application.

If you have experience, please explain _____

Additional information

28. Please describe any talents or skills you have that would be useful when caring for children: _____

29. Have you ever been a leader and/or instructor? If yes, what kind? _____

30. Do you have any training and/or certificates for the following: First Aid CPR Swimming/lifeguard

Other: _____

31. What activities (outdoors and indoors) would you like to do with the children in your host family? _____

32. Please describe your views on raising children: _____

33. Why should a family choose you as their au pair? _____

I certify that the information provided in this application is complete and accurate. I understand that my acceptance onto the Cultural Care Au Pair program and selection by a host family is dependent upon review by Cultural Care potential host families of all information provided to the agency including but not limited to the Criminal Background Check, Personal Health Information and Certificate of Health.

Personal Reference

_____ is applying to Cultural Care (registered business name of International Care, Ltd.) to be an au pair in the United States for one year. Please answer the following as honestly and completely as possible. The answers will be used to assist us in placing the applicant with a family. If you don't feel comfortable writing in English, please fill out the reference in your native language. You will be contacted by the local office to confirm this reference.

1. How did you get to know the applicant (employer, neighbor, teacher etc.)? _____

2. For how long have you known the applicant? _____

3. Please describe the applicant's personality and character: _____

4. Do you feel the applicant would provide a host family with responsible and quality childcare? Yes No Please describe why: _____

5. Please feel free to add any further comments that might be helpful in evaluating the applicant: _____

6. Complete the following:
Name: _____ Occupation: _____
Phone: _____ Work/mobile phone _____
Address: _____ Postal code/City: _____
Email: _____ Best time to reach you: _____
Signature: _____ Date: _____

A prospective host family may contact you for a reference. Do you speak English? Yes No

FOR OFFICE USE ONLY

Comments: _____

My signature confirms that I have spoken with the reference listed above, verified this information including the accuracy of the translation, if any.

Name (print and sign): _____ Date: _____

*All of those who write references may not speak or write in English. In such cases, Cultural Care allows the referee to fill out this form in their native language which the au pair then translates. All translations are checked by Cultural Care staff/representative.

Childcare Reference

To the reference: _____ is applying to Cultural Care (registered business name of International Care, Ltd.) to be an au pair in the United States for one year. (Au Pair name) Please answer the following as honestly and completely as possible. The answers will be used to assist us in placing the applicant with a family. If you do not feel comfortable writing in English, please fill out the reference in your native language. You will be contacted by the local office to confirm this reference.

1. How did you get to know the applicant (employer, neighbor, teacher etc.)? _____

2. How do you know that the applicant can take care of children?

The applicant has taken care of my children I have supervised the applicant (e.g. Camp director, childcare center manager)

We have worked together with children Other: _____

3. When did the applicant take care of the children: Started (dates) month ____ year ____ Stopped (dates) month ____ year ____ Ongoing

4. Has the applicant taken care of these children when they were under the age of two? Yes No

5. Please write down the sex and age of the children the applicant cared for (If in a group setting, please write the number of children and the age range)

Name of the children (If a group, please write # of children)	Sex (M/F)	Age of the children when started	Age of the children when stopped

6. Please specify the level of responsibility the applicant had when she/he cared for the children: Helper Fully responsible

7. What time of day did the applicant care for the children: Day Evening Overnight/Weekends

8. What type of activities did the applicant do while taking care of the children? _____

9. Please describe why you think the applicant would be a good au pair: _____

10. Please add any information you would like to give us about the applicant: _____

11. Complete the following:

Name: _____ Occupation: _____

Phone: _____ Work/mobile phone _____

Address: _____ Postal code/City: _____

Email: _____ Best time to reach you: _____

Signature: _____ Date: _____

A prospective host family may contact you for a reference. Do you speak English? Yes No

FOR OFFICE USE ONLY

Comments: _____

The reference confirms _____ total childcare hours including _____ total infant hours.

My signature confirms that I have spoken with the reference listed above, verified the childcare experience including the childcare hours as outlined above and ensured that the translation, if any, is accurate.

Name (print and sign): _____ Date: _____

*All of those who write references may not speak or write in English. In such cases, Cultural Care allows the referee to fill out this form in their native language which the au pair then translates. All translations are checked by Cultural Care staff/representative.

Personal Health Information

To be completed by au pair and enclosed with application.

Name: _____ Ref. nr.: _____ Date of birth: _____

1. Have you **ever** suffered from any of the following? Please indicate by checking the "yes" or "no" box for each condition.

Yes	No	Yes	No	Any disease/impairment/abnormality of:		Gynecological matters			
				Yes	No	Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	Anorexia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blood or endocrine system	<input type="checkbox"/>	<input type="checkbox"/>	Genito-urinary
<input type="checkbox"/>	<input type="checkbox"/>	Allergies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bones, joints or locomotive system	<input type="checkbox"/>	<input type="checkbox"/>	Are you pregnant?
<input type="checkbox"/>	<input type="checkbox"/>	Bulimia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brain or nervous system			
<input type="checkbox"/>	<input type="checkbox"/>	Chicken Pox	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ears or hearing			
<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eyes or sight			
<input type="checkbox"/>	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heart			
<input type="checkbox"/>	<input type="checkbox"/>	Hernia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lungs, respiratory system			
<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other abdominal organs			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stomach or digestive system			
<input type="checkbox"/>	<input type="checkbox"/>	Measles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tonsils, nose or throat			
<input type="checkbox"/>	<input type="checkbox"/>	Meningitis	<input type="checkbox"/>	<input type="checkbox"/>					

If you have checked off yes to any of the above, please explain further and give us the year when illness(es) occurred. *If you don't know the year exactly, please put an approximate year:* _____

2. Have you been hospitalized? Yes No Please give approximate date and the diagnosis for each illness or accident: _____

3. Have you ever been treated for any medical condition during the last two years? Yes No (If yes) Diagnosis: _____

4. Have you ever had psychiatric counseling? Yes No If yes, what for? _____

5. Do you take any kind of medicine? Yes No If yes, what and what for? _____

6. In my opinion, the general state of my health is: Excellent Good Fair Poor

7. Have any members of your family (parents, grandparents, brothers or sisters) ever suffered from:

Epilepsy Yes No

Heart disease Yes No

Tuberculosis Yes No

Diabetes Yes No

Cancer Yes No

Mental or nervous disorder Yes No

If yes to any of the above, please explain further: _____

EMERGENCY OPERATION RELEASE/WAIVER

If between the time of filling this out and my departure to the USA, I develop any sort of medical condition and/or become ill, I am required to notify Cultural Care Au Pair and resubmit my Personal Health Information and Certificate of Health.

My signature below indicates that the information that I have included above is true and I hereby give my full consent to be medically treated or to undergo any emergency operation which is determined by a doctor and may be necessary during my stay abroad. I also accept full responsibility for any medical expenses which are not covered by my insurance policy. I also give full consent to release this information to potential host families.

Strong recommendations to the au pair: Compensation under medical expenses policies for Travel Insurance does not include the cost of normal dental treatment, not due to an accident. It is therefore important for any person traveling abroad to receive thorough dental examinations prior to departure so that no unexpected complications arise during the period of residence abroad. Keep in mind, dental treatment is very expensive in the USA.

Au Pair's signature: _____ Date: _____



For Cultural Care office use only			
Group arrival:	Au Pair reference number	Regional Manager	
Gateway:	Infant:	Max # of children:	Embassy city/visa application:

Matching Sheet

First name: _____ Last name: _____
As written in passport As written in passport

To be completed by the Au Pair

- When is your ideal departure date (DD/MM/YYYY)? _____
- Would you consider leaving earlier if we find you a suitable host family? Yes No If no, why not? _____
- Are you planning a holiday/vacation before you leave? Yes No
If yes, please indicate when and where we can reach you while you are away: _____
- Your civil status: Unmarried Married Divorced Other _____ Do you have children? Yes No
- If unmarried, do you have a boy/girlfriend? Yes No If yes, how will you deal with being apart for an entire year? _____
- Would you accept living in a family of a different religion than yours? Yes No Comments: _____
- Would you accept living in a family of a different race? Yes No Comments: _____
- Would you accept living with a single mother or a single father Comments: _____
- We do occasionally get host families who are same sex couples. Would you consider living with one? Yes any Yes, female couples only
 No Yes, male couples only
- Please indicate the age range you are willing to consider in a host family (choose one):

Ages:

- *0 months and older
- *12 months and older
- 2 years and older
- 4 years and older
- 8 years and older

** Note: To care for children under 2 years, you must have 200 hours of experience caring for children under 2 years.*

Comments: _____

- Do you already have a host family in the USA? Yes No If yes, please specify: Family: _____ State: _____
Contact information: _____
- Do you have any professional experience and/or educational degree in childhood education or health? Yes No
If Yes, please describe: _____
- Have you ever been convicted of a crime? Yes No If Yes, for what and when: _____
- Have you ever been an au pair in the USA on a J-1 visa before? Yes No Comments: _____
- Do you or your parents hold U.S. Citizenship? Yes No Comment: _____
Other comments (Please add any other information that is important/useful when matching you): _____

I hereby certify that all of the information provided to Cultural Care (registered business name of International Care, Ltd.) in this application is true and complete.

Au Pair signature

Date (month/date/year)

To be completed by interviewer

Overall English level: _____. List total number of child care hours you have verified _____. List number of infant qualified hours you have verified _____.

Interviewer name (print)

Signature

Date (month/date/year)

Comments: _____

- Special requests (NOTE! Special requests may delay the departure): _____
- Please indicate the importance of the request: Extremely important Preference but not necessary

Comments (Please add any other information that is important/useful when matching the au pair, e.g. special skills and interests that the au pair may have, etc): _____

Agreement

Cultural Care (registered business name of International Care, Ltd.), with registration number CH-1003.023.491-6, having its registered address at Haldenstrasse 4, 6006 Lucerne, Switzerland, together with its successors and assignees ("CC"), and the undersigned au pair,

(Please print full au pair name)

with personal identification number _____ ("I", "me" or "my"), for good and valuable consideration, understand and agree to the following terms and conditions (the "Agreement") relating to the au pair's participation in Cultural Care Au Pair US au pair program (the "Program").

1. In addition to the terms of this Agreement, I agree to abide by additional reasonable terms and conditions stipulated by CC during the Program, including the Extension program. If there is any confusion between this Agreement and the terms of any other contracts, agreements, or materials of any kind, the terms of this Agreement shall prevail.
2. I agree to comply with the Program regulations issued by the United States Department of State (22 CFR Part 62) ("Regulations"). I acknowledge receipt of a copy of the Regulations as they apply to me. I also understand that I must comply with CC's rules as outlined in this Agreement, the Au Pair Handbooks and other materials that CC has supplied to me. This includes staying within the legal number of working hours per day and week without exception. I will inform my Local Childcare Coordinator if asked to work beyond the legal guidelines of the program as outlined by the U.S. Department of State Regulations.
3. I understand that providing childcare is my primary obligation in this Program and that any personal plans or activities will take secondary priority to caring for my host children. I agree to perform the child care responsibilities outlined by my host family to the best of my ability, and make every effort to act as a caring, responsible host family member, including abiding by the household rules. I understand that my host family may ask me to respect a curfew and/or assign other reasonable restrictions designed to protect the safety and well-being of my host children. I agree to abide by such reasonable restrictions. I also understand that I may not post photos or personal information about my host family, host children, or host home on any web site, blog or the like without the express written consent of my host parents.
4. I agree to attend and actively participate in all child safety and child development training and orientation sessions sponsored by CC. This includes thoroughly reading all written materials provided to me including the Au Pair Handbook and any other pre-departure materials.
5. I shall submit a refundable deposit to CC as outlined by the local office where I was trained and interviewed. This fee will be refunded (or applied to my return flight in select countries) after the successful completion of the Program, unless forfeited in accordance with this Agreement. CC shall make the final determination as to what currency I will be refunded in and whether the fee is refunded while I am in the USA or back in my home country after my program period. If my deposit is to be returned in my home country, I understand that in order to receive the refund I must submit for the refund within thirty (30) days of my CC return flight date to prove that I returned on time in compliance with the rules of my J-1 visa.
6. During my participation in the Program I will abide by all local, state and federal laws and other regulations. I understand that breaking these laws (such as shoplifting, driving under the influence of alcohol, possession, or use of illegal substances, etc.) shall be grounds for my immediate dismissal from the program and my deposit and return flight will be forfeited.
7. I will only use medications as prescribed to me and approved by a treating physician. I understand that I may only consume alcohol if I am of legal drinking age, and I agree not to consume alcoholic beverages to excess at any time or to drive under the influence of alcohol. I further agree not to consume alcoholic beverages at any time while I am on duty.
8. I understand that I may not use the family's automobile(s) for any reason without express permission from the host family and that any agreement to use the host family's automobile is strictly between the host family and me. I will not use the automobile unless the host family has obtained all of the mandatory automobile insurance coverage required under the laws of the state where the host family resides.
9. I agree to pay any personal expenses I incur while participating in the Program, including but not limited to, health expenses not covered by insurance, phone bills and/or car damages. If I leave the host family with unpaid bills, I understand that CC will have the right to withhold my deposit or collect from me otherwise until I have paid the host family. CC is not responsible for any financial disputes I have with my host family such as outstanding money for educational component, weekly stipend, etc. I understand that I must settle all disputes directly with my host family prior to my departure from their home.
10. I understand that my Local Childcare Coordinator and the Cultural Care staff in the U.S. are my primary contacts during the Program, and are responsible for ensuring a positive and successful program year for me and my host family. I will notify the staff of CC in the U.S. in case of disagreement, misunderstanding or serious problems including but not limited to my health, safety, welfare, adjustment to my host family, school, culture or language, or misunderstandings or problems with my host family. I acknowledge that CC is solely responsible for choosing appropriate host families for me and I will not make attempts to obtain placements on my own after my arrival in the U.S. In situations where I am having problems with my host family, I agree to consult with and meet with my Local Childcare Coordinator and to follow CC's mediation guidelines as outlined in the Au Pair Handbook. I understand that it is CC's policy to try to resolve issues in the existing placement if possible before considering a new placement.
11. If the problems within my host family cannot be resolved, I understand that it is CC policy to seek a recommendation from my host family and Local Childcare Coordinator in order to find me a new family. If positive recommendations cannot be obtained, I understand that I may not be eligible for replacement. Should the proper recommendations be obtained, I agree that efforts for replacement will be contingent upon my flexibility regarding preferences such as, state, region, and car use. I understand that CC will use reasonable efforts for two weeks to find another host family for me. During such time, I shall continue to live with my current host family who, in its discretion, may request me to provide, or not to provide, any childcare services and I shall remain

reachable by phone/email with CC at all times. If I do not perform childcare duties during the transition period (even if I am staying with a host family) I understand that I will not receive the weekly stipend. CC will make every effort to present appropriate host families to me. Should I reject these host families for reasons of geographical region, car/computer use or other non-essential reasons I understand that CC may opt to discontinue a search for replacement. I understand that CC cannot guarantee a new family placement for me within the two-week transition period and inability to be replaced will result in my early return to my home country. I understand that if CC cannot otherwise replace me in a new home through no fault of my own I will be entitled to return of my deposit.

12. I understand that CC has the exclusive right to determine my suitability for acceptance and for my continued participation in the Program. I understand that if CC determines that my emotional or physical state does not make me suitable for providing quality childcare, I will be removed from the Program. I also understand that should I marry or become pregnant while on the Program I will also be removed from the Program. If my performance as an au pair and/or participation in the program is deemed unsatisfactory by CC for whatever reason, CC will reassess my suitability for future placement. I understand that I may be terminated from the Program if I do not successfully complete the Program requirements and uphold Program expectations for reasons including, but not limited to, the following: leaving the host family without prior consent from CC; engaging in behavior that CC deems inappropriate during the Program duration, performance reasons including but not limited to breaking host family rules, neglectful or inappropriate behavior towards the children, etc.; non-participation in training, not fulfilling educational credit, non-attendance at monthly meetings, or if I in any way violate this Agreement. I further understand that should it be discovered that I have falsified or withheld critical information from my application materials including, but not limited to, health conditions, criminal history, educational documentation, childcare experience, etc. I may be terminated from the Program.
13. I understand that the Program is designated as a full year program with the possibility to extend for a further six (6), nine (9) or twelve (12) months. Should I voluntarily decide to return home before the regular end date of my program (including extension period) I understand that my flight will not be paid for and my deposit not returned. The exception to this will be in cases of my own extreme illness or the extreme illness or a death in my immediate family. Should I terminate or be terminated from the Program for any reason as outlined in this agreement, such termination will result in the following:
 - a) I will forfeit the return ticket and I will be required to make my own arrangements to return to my home country at my own expense; and
 - b) I will forfeit the refundable deposit; and
 - c) My CC insurance coverage will no longer be valid and no part of it refunded other than the 13th month optional insurance; and
 - d) My status will be reported to U.S. Immigration and my participation in the au pair program will be canceled.
 - e) CC will not provide me with housing in the USA.
14. CC will arrange my flights from and to my home country, from a CC approved gateway. I am responsible for my own transportation and the cost involved to the specified departure gateway in my home country. My departure date to the US (Group Arrival Date), will be determined by my availability and my host family's request. Should I cancel either of the included flights once the ticket has been issued, I understand that I will then be held responsible for any penalties and costs relating to this cancellation. CC will determine my return date based on the end date of my program and my host family gateway will be my return gateway. Special requests may be considered, however additional fees may apply and these costs will be my responsibility. I understand that CC cannot book my return flight for a date later than thirty (30) days after completion of my Program.
15. This agreement is made between me and CC. In regards to confidentiality, CC agrees not to divulge medical or confidential information about me or my Program experience to any third party except in case of medical emergency. As a person of the age of majority I understand that this also includes my parents or family members as well as any partner or friends. Any disputes will be settled between me and CC or any legal entity bound to represent us and no other third party.
16. I agree to irrevocably, unconditionally, and fully remise, release and forever discharge CC and its affiliates; and said persons' respective officers, directors, successors, assigns, attorneys, insurance companies, agents, employees and affiliates, or others to the extent acting or purporting to act on the afore mentioned persons' behalf (all of said persons hereinafter, in the aggregate, being referred to as "Released Parties"), from any and all claims or causes of action which I have or may hereafter have, which arise out of illness, injury, damage or loss of any other kind to me or my property resulting from or during participation in the Program. This includes, without limitation, my performance of services for and involvement with the host family, regardless of how such illness, injury, damage or loss may arise. I further agree to indemnify and hold harmless the Released Parties from and against any losses, claims, damages or liabilities related to or arising out of my participation in the Program, including (without limitation) any illness, injury or damage to me, that my host family causes, that any third party causes, that I cause or to which I contribute, and any illness, injury or damage to my host family which I cause or to which I contribute.
17. This Agreement shall take effect as a sealed instrument under and shall be governed by the laws of Switzerland. In the event of any claim, dispute, or proceeding arising out of the relationship of me and CC, or any claim which in contract, tort, or otherwise at law or in equity arises between the parties, whether or not related to this Agreement, the parties submit and consent to the exclusive jurisdiction and venue of the arbitral tribunals of Switzerland.
18. My signature on this agreement indicates acceptance of this Agreement and is legally binding. No alterations to the terms of this agreement will be valid unless approved in writing by CC. If any provision of this agreement shall be deemed unenforceable, such paragraph shall be omitted and the remainder of the agreement shall be valid and enforceable to the fullest extent allowed by law.

Sign Name

Date

Print Name

If the au pair candidate is not of legal majority age in her home country, legal guardian must sign in acceptance to the terms and conditions of this agreement and in permission to participate in the program.

Sign Name

Date

Print Name

Childcare Hours Worksheet

This sheet is a tool to help you count how many childcare hours you have before you fill in your application. Here are some helpful hints:

A. Try to remember any experiences caring for children. This could include:

- Babysitting your little brothers/sisters
- Coaching sports for kids
- Babysitting other relatives
- Tutoring
- Babysitting for neighbors
- Anything similar where you had some responsibility for kids
- Volunteering at a childcare center or kindergarten

B. Did any of these experiences take place with children under 24 months old? If so, make sure you clarify that. This is very popular experience with host families!

C. Once you have remembered your experiences, fill in this worksheet:

1. Information about the children:

Name of the children:	Sex (M/F):	Age started (year and months):	Age stopped/ ongoing:

When and how often did you take care of these children?

Started (month/year or dates): _____ month _____ year

Ended (month/year or dates): _____ month _____ year

Average number of days per month? _____ days

Average number of hours per day? _____ hours

Total number of hours for this experience: _____ hours

Were any of these children under the age of 2? Yes No

If yes, how many hours did you care for them? _____ hours

2. Information about the children:

Name of the children:	Sex (M/F):	Age started (year and months):	Age stopped/ ongoing:

When and how often did you take care of these children?

Started (month/year or dates): _____ month _____ year

Ended (month/year or dates): _____ month _____ year

Average number of days per month? _____ days

Average number of hours per day? _____ hours

Total number of hours for this experience: _____ hours

Were any of these children under the age of 2? Yes No

If yes, how many hours did you care for them? _____ hours

3. Information about the children:

Name of the children:	Sex (M/F):	Age started (year and months):	Age stopped/ ongoing:

When and how often did you take care of these children?

Started (month/year or dates): _____ month _____ year

Ended (month/year or dates): _____ month _____ year

Average number of days per month? _____ days

Average number of hours per day? _____ hours

Total number of hours for this experience: _____ hours

Were any of these children under the age of 2? Yes No

If yes, how many hours did you care for them? _____ hours

Great! **Now you will include all of this information** except the total childcare hours in the Childcare Information section of your Au Pair Application. You will need to get references for at least 200 childcare experience hours worth of these experiences (preferably more). At least three references (including childcare references covering 200 hours) must be written by people not related to you. You may include additional references from family members in addition to these 3 non-related references.