



CONSTITUTION DU DOSSIER DEMI-PAIR A SYDNEY

Tout votre dossier doit être écrit à l'encre noire et de façon très lisible. Pensez qu'il sera photocopié, faxé, et remis entre les mains de votre future famille d'accueil... Il doit être bref, clair et précis, mais également attrayant et personnel !

- La fiche d'inscription ALC (Enrolment Form), à remplir entièrement en anglais et en encre noire.
- 1 photo d'identité souriante, naturelle, d'excellente présentation
- Minimum de 6 photos de vous en famille (2), avec les enfants dont vous avez eu la garde (3), avec vos amis (1). N'hésitez pas à faire preuve de créativité !
- Lettre de présentation rédigée en anglais, à l'attention de votre famille d'accueil.

Pensez à personnaliser cette lettre, en évoquant d'une part votre personnalité, votre famille, vos goûts, vos loisirs et d'autre part vos motivations pour ce séjour.

- Minimum 2 références de garde d'enfants détaillés (Childcare Reference): à faire remplir par une personne qui vous a confié un enfant.
- Minimum 1 lettre de moralité (Character reference): à faire remplir par une personne apte à parler de votre « bonne moralité », employeur ou professeur.

*Chaque de ces références doit obligatoirement comporter le nom, adresse et téléphone des signataires et être accompagnée d'une traduction **en anglais**.*

- Extrait de casier judiciaire, faire votre demande par internet sur le site : www.cjn.justice.gouv.fr/b3/ datant de moins de 3 mois
- Un certificat médical récent
- Photocopie de votre dernier diplôme obtenu, passeport et permis de conduire.
- Frais associatifs : 85 € de frais d'adhésion et 100 € de frais de cotisations

A NOTER : *Nous vous demandons de nous faire parvenir deux chèques, l'un de 85 Euros qui correspond aux frais d'adhésion, non remboursable, et encaissé lors du dépôt de votre dossier, l'autre de 100 Euros qui sera encaissé lors de votre placement dans la famille d'accueil.*

Si vous en possédez, n'hésitez pas à ajouter des photocopies de BAFA, brevet de secourisme, etc.... Merci de ne pas nous adresser de dossiers incomplets ou ne répondant pas aux conditions énumérées ci-dessus. Ne procédez à aucune réservation de transport et ne partez pas avant d'avoir reçu l'accord explicite de la famille d'accueil, votre offre de placement et les coordonnées de votre bureau correspondant.

N'OUBLIEZ PAS QUE DE LA QUALITE DE VOTRE DOSSIER VA DEPENDRE DE L'EFFICACITE DE VOTRE PLACEMENT !



Complete and return to
72 Mary Street
Surry Hills, SYDNEY NSW 2010
AUSTRALIA
Facsimile: (61-2) 9281 7455
CRICOS Provider Code: 01738E
Email: registrar@access.nsw.edu.au

Access Language Centre, Sydney

Enrolment Form

THE STUDENT

Family Name

Given Names

Postal Address in home country

Telephone
IDD Area Code Tel

E-mail

Nationality Country of Birth

Emergency Contact Number/s
IDD Area Code Tel

Name of Emergency Contact Person

Visa Type

Visa Apply Location

Date of Birth / /
day month Year

Sex (tick) Male Female

Occupation

Passport Number

Phone number in Sydney (if known)

Address in Sydney (if known)

Describe your level of English (tick)
Beginner — Pre-Intermediate — Advanced

THE COURSE

Starting Date / /
day month year

Number of Weeks

Super Intensive English (25hrs/wk)

Intensive English (20hrs/wk)

Mini Intensive (15hrs/wk)

Evening Intensive English (20hrs/wk)

Which course are you interested in? (tick)

General English Business English

Academic English Cambridge FCE Preparation

IELTS Preparation Cambridge CAE Preparation

English Plus Programs:

Internship	Weeks <input type="text"/>	<input type="checkbox"/>
Work & Study		<input type="checkbox"/>
Demi-Pair		<input type="checkbox"/>
Volunteer Program		<input type="checkbox"/>
Oceania Link		<input type="checkbox"/>

Do you plan to study in Australia after you finish your English Course? (tick) Yes No

Institution

Where did you hear about ACCESS? Which agent did you use?

ACCOMMODATION

Do you need us to find accommodation for you? Yes No

If yes, how many weeks? weeks

If yes, which type of accommodation?

HOMESTAY FAMILY ACCOMMODATION

Single room with meals

Shared room no meals

(Shared room only available if travelling with a friend)

Do you have any special needs? Please specify
(Includes dietary, medical, religious, etc.)

Do you smoke? Yes No

Do you have any allergies? Yes No

Are you allergic to pets? Yes No

List your interests and hobbies

HOSTEL / LODGE ACCOMMODATION

Single room Shared room

Dormitory 4-6 people

STUDENT GUESTHOUSE

Single room Twin Share Triple Share

Preference 1 _____, 2 _____, 3 _____

(Shared room only available if travelling with a friend)

Do you need the airport meeting service? Yes No

If known, list your airport arrival flight details



DEMI-PAIR PROGRAM
STUDENT APPLICATION FORM

PERSONAL DETAILS

Name: _____

Address: _____

Date of Birth: ____/____/____ **Ph Number:** _____

Passport No.: _____ **Nationality:** _____

Current Occupation: _____ **Religion:** _____

Have you ever been convicted of a crime? YES / NO

If yes please explain: _____

Do you smoke? YES / NO

Do you suffer from allergies? YES / NO

If yes please explain: _____

Do you take any drugs or medication? YES / NO

If yes please explain: _____

Do you have a first aid certificate? YES / NO

If yes, when does it expire? ____/____/____

Do you have a nose stud or ring, multiple earrings, tongue stud, eyebrow stud, visible tattoos or dreadlocks?

Details: _____

Are you Vegetarian? YES / NO

If yes, are you happy to cook meat, especially for the children? YES / NO

Do you drink alcohol? ()Never ()Socially ()Regularly ____ Glass/week

What Languages do you speak? _____

How long will you stay in Australia for? _____

Applicants Initials _____



AVAILABILITY

Course Start Date: _____ Course Length: _____

PREFERENCES

I prefer children

< 1 year 1-3 years 3-6 years 6-10 years 10+ years

I would like to look after

1 2 3 4 children

I am willing to work with:

a single mother a single father a home with pets

QUALIFICATIONS

I have knowledge of life saving YES / NO

I have knowledge of CPR (Cardiopulmonary Resuscitation) YES / NO

I have knowledge of First Aid YES / NO

EXPERIENCE

Please tick the age of groups in which you have had actual childcare experience: 0-12 months 1-2 years 2-5 years
6-8 years 10+ years

My experience in childcare covers: _____

I have most experience with children aged:

Newborns Up to 1 year 1-3 years 3-6 years
6-10 years 10+ years Children with disabilities

I have been overseas as Au Pair Mother's help Nanny

And I have lived for _____ months in _____

Applicants Initials _____



DRIVING

I have had a driver's licence since _____ and I can drive:

Manual Car YES / NO
Automatic Car YES / NO

I have experience driving a car in:

city rural areas highway snow at night

Have you ever had an accident? YES / NO

If yes please provide details: _____

Have you ever made a traffic violation (other than parking)? YES / NO

If yes please provide details: _____

Has your driver's license ever been suspended or revoked? YES / NO

If yes please provide details: _____

Are you willing to drive in Australia? YES / NO

HEALTH DECLARATION

I would describe my health as excellent very good good poor

I have been treated for the following conditions: _____

Do you have any dietary requirements; _____

Do you have any health problems which may affect your ability to perform your duties efficiently?

Have you had the usual childhood ailments (Measles, mumps, chicken pox) or immunization against them?

YES / NO

Applicants Initials _____



EMPLOYMENT RECORD

Please describe your last three positions, including duties, approximate working hours, length of period of employment and reasons for leaving.

1) _____

2) _____

3) _____

As a Demi Pair you will be required to perform light domestic duties. Please tick the following duties that you can confidently perform:

Washing Ironing Cleaning Cooking, including meat

HOBBIES & INTERESTS

My hobbies & interests are: _____

Sports I like to play: _____

I can play an instrument swim ride a horse ride a bicycle

Applicants Initials _____



PERSONALITY PROFILE

The main reason why I should be considered for employment is: _____

My friends would describe me as: _____

My previous employers would describe me as: _____

My strongest character points is: _____

Points I would like to improve are: _____

Your Privacy;

Access Language Centre is committed to handling your personal information in accordance with the Privacy Amendment (Private Sector) Act 2000.







Any personal information that we request from you in your application will be used by Access Language Centre and/or our chosen representative to assist us in our provision of education, accommodation, work placement, pastoral and counseling services and will not be passed on to any agency not directly involved with Access Language Centre for these purposes.

Applicants Initials _____




CHILD CARE REFERENCE

N'oubliez pas de traduire les réponses en anglais !


□ Informations générales concernant le candidat :

-  **Nom du candidat :**
Name of the applicant :
-  **Comment et quand avez-vous connu le candidat ?**
How and since how long have you known her/him ?
-  **Pendant combien de temps l'avez-vous employé chez vous ?**
For how long have you employed the applicant ?
-  **A quelle date a-t-il commencé à s'occuper de vos enfants ?**
When did she/he start taking care of your children ?
-  **De combien d'enfant(s) s'occupait-il et quel âge avai(en)t-il(s) ?**
Please give the number and age of the children she/he cared of :
-  **Travaillait-il occasionnellement ou régulièrement pour vous ?**
Did she/he work regularly or occasionally ?

□ Le travail du candidat au sein de la famille :

-  **Expliquez les tâches qu'il devait accomplir. Vous aidait-il dans les tâches ménagères (nettoyage, cuisine, repassage...) ?**
.....
.....
Please explain the applicant's duties at your home. Did she/he help with the household chores (cleaning, cooking, ironing...) ?
.....
.....
-  **Décrivez le type d'activités organisées par le candidat pour occuper les enfants.**
.....
.....
.....
Describe the kind of activities the applicant has organised for the children......
.....
.....
-  **Est-ce que le candidat a vécu avec vous ? Si c'est le cas, pour combien de temps ?**
Did the applicant live with your family ? If so, for how long ?

□ **La Personnalité du Candidat :**

 **Comment décririez-vous le candidat avec les enfants ? Veuillez utiliser une échelle de 1 à 6 (1 : tout à fait / 6 : pas du tout):**
How would you describe the applicant with the children ? Please fill in according to a scale of 1 – 6 (1 is applicable, 6 is not applicable).

Amour des enfants : <i>Love for children :</i>	<input type="checkbox"/>	Compréhension des enfants : <i>Understanding of children :</i>	<input type="checkbox"/>	Responsabilité et maturité : <i>Responsibility :</i>	<input type="checkbox"/>
Flexibilité et adaptabilité : <i>Flexibility :</i>	<input type="checkbox"/>	Ponctualité : <i>Punctuality :</i>	<input type="checkbox"/>	Honnêteté : <i>Honesty :</i>	<input type="checkbox"/>
Capacité à travailler avec les adultes : <i>Ability to work with adult :</i>	<input type="checkbox"/>	Sens de l'organisation : <i>Organisation :</i>	<input type="checkbox"/>	De confiance : <i>Reliable :</i>	<input type="checkbox"/>

 **Donnez votre opinion sur la capacité du candidat à s'adapter à de nouvelles situations, au stress, choc de cultures, etc.**

.....


Nom du référent : <i>Name of the referee :</i>		Profession :	
Adresse :			
Tél perso.:	Tél pro. :	Mobile :	
Date :		Signature :	

CHARACTER REFERENCE

N'oubliez pas de traduire les réponses en anglais !

 **Nom du candidat :**.....

Name of the applicant :

 **Avez-vous un lien de parenté avec le candidat ? (Attention, les parents ne peuvent pas compléter ce formulaire.)**

Are you related to the applicant ? (Please note relatives may not complete this form.) **No**

 **Comment et quand avez-vous connu le candidat ?**

.....
.....

How and since how long have you known her/him ?

.....
.....

 **Recommanderiez-vous le candidat pour un placement au pair ? Pourquoi ?**

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

Would you recommend the applicant as an au pair ? Why ?

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



Comment décririez-vous le candidat ? Veuillez utiliser une échelle de 1 à 6 (1 : tout à fait / 6 : pas du tout):

How would you describe the applicant ? Please fill in according to a scale of 1 – 6 (1 is applicable, 6 is not applicable).

De confiance :
Reliable :

Capacité de communication :
Communication skills :

Responsabilité et maturité :
Responsibility :

Flexibilité et adaptabilité :
Flexibility :

Ponctualité :
Punctuality :

Honnêteté :
Honesty



Donnez votre opinion sur la capacité du candidat à s'adapter à de nouvelles situations, au stress, choc de cultures, etc.

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

Please give your opinion of the applicant's ability to handle new situations and possible stress, culture shock, etc.

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

Nom du référent : <i>Name of the referee :</i>		Profession :	
Adresse :			
Tél perso.:	Tél pro. :	Mobile :	
Date :		Signature :	



LANGUAGE CENTRE
Government Registered Provider

DEMI PAIR PROGRAM - STUDENT TERMS & CONDITIONS

1. I confirm that I have answered all questions honestly and that all information in the application, resume, introduction letter and references is true and correct. I shall notify Access Language Centre, Sydney immediately if there are any changes to the information included in my application.
2. I understand that Access Language Centre, Sydney will not take any action in recruiting a host family until payment has been finalised.
3. I understand that the Demi Pair Program is offered by Access Language Centre, Sydney and is only available in conjunction with an English course. Therefore, an extended stay with my family may not be arranged without an extension of my English course at Access Language Centre, Sydney.
4. I understand that if my level of English proves to be different from the results of the entry test, I will not be accepted into the program or I may be asked to undertake additional English lessons at my own expense and also pay for additional accommodation until my English level is suitable for the Demi Pair Program.
5. I agree not to arrive at my host family's home until I have received an official confirmation of placement from Access Language Centre, Sydney.
6. I agree to accept the family placement given to me by Access Language Centre, Sydney. If I refuse a placement, I agree that I will be required to pay another AUD \$300 application fee. I understand that this decision is on the basis that the family arranged has been found suitable by Access Language Centre, Sydney and fulfils the family requirements.
7. I will familiarise myself with all placement guidelines and the Demi Pair Program conditions, in particular those regarding the number and distribution of working hours, duties, pocket money, free time, holidays, language course, transportation costs, insurance and the termination of my Demi Pair Program with the family.
8. I agree to pay a \$300 good will bond, which will be refunded to me at the completion of the program, providing I have not breached any of the conditions set out in this document. I agree to pay this bond before my arrival in Australia.
9. Should I decide to cancel my application, I shall inform Access Language Centre, Sydney immediately and I understand that the application fee of AUD \$300 will not be refunded. If 2 weeks written notice is given, the AUD \$300 goodwill bond will be refunded, otherwise it will be given to the family as compensation.
10. Should I decide to cancel my application, I will not continue to negotiate with host families who have been introduced to me previously or who have contacted me either in the past or who will contact me in the future as arranged through Access Language Centre, Sydney.

11. I understand that I have a 2 week trial to finalise my placement with the host family. If the family is in breach of the contract I will be placed with another family without forgoing my application fee. I also understand that during the time it takes Access Language Centre, Sydney to find a new host family I am responsible for any living and accommodation expenses. I shall bring emergency funds with me to cover any additional accommodation and living cost.
12. After the initial 2 week trial has passed I understand that I must pay another application fee, AUD \$300, if I choose to move to another family.
13. I understand that I don't have to pay an application fee or provide notice of leave if I decide to leave the family due to an unreasonable, unlawful or criminal action, on the part of any member of the host family.
14. I understand that I have to pay for two weeks of homestay before the Demi Pair Program starts. I also understand that I must pay all travelling costs to and from the homestay. Access Language Centre, Sydney will be responsible for additional homestay cost only (not student living expenses) after the first two weeks until a Demi Pair host family is confirmed, provided Access Language Centre, Sydney receives my full application at least THREE MONTHS prior to my arrival. Otherwise I will have to pay for homestay or alternative accommodation until a Demi Pair host family is confirmed.
15. I agree to abide by all the house rules set out by the host family (ie. use of telephone and Internet facilities, daytime or overnight visitors, curfew, smoking etc.). During my stay I shall behave in a manner which does not reflect badly upon my host family, Access Language Centre, Sydney and my home country.
16. I shall carry out all childcare and light housekeeping duties with diligence. In addition, I agree to keep my room and bathroom clean and neat and to make a fair contribution to the cleanliness of the "common areas" of my host family's home (ie. kitchen, lounge room etc.).
17. I shall seek the advice of the host family before administering any form of discipline to the children. Under no circumstances shall I hit or smack the children, leave them unsupervised or leave them in a car.
18. I understand that I must familiarise myself with water safety and traffic rules and that special care must be taken around these areas (ie. holding the children's hands when crossing the road, always remaining in sight of the children around water etc.)
19. I shall seek advice and written permission from the host family before administering any medication to the children.
20. I shall discuss with my host family any arrangements for holidays or additional days off at least four weeks in advance.
21. I shall not undertake any other paid employment unless agreed to by my host family and allowed under the terms of my visa.
22. I agree to cover all costs and any debts incurred by me while staying with the family (ie. telephone bills, car bills or internet bills etc). I agree to pay the debts immediately otherwise the money can be deducted from my weekly pocket money until paid off.
23. I shall contact Access Language Centre, Sydney for assistance, if I have any problems or questions, which cannot be discussed and resolved with the host family. If no solution can be reached and I decide to leave the host family, I agree to give in writing at least 2 weeks' advanced notice. During this time period, I shall perform any normal duties as per the Demi Pair Program Terms & Conditions. If I request to be placed with a new family, I understand this may take some time to organise and Access Language Centre, Sydney will not be liable or responsible for my accommodation costs before the new family is confirmed nor guarantee the placement of the second host family.
24. I understand that I am responsible for all transfer costs incurred.

25. I understand that I shall be expelled from the program if:
- I fail to abide by this agreement and to be a willing applicant for the Demi Pair Family interview.
 - I falsify any information in my application (ie. regarding smoking, childcare experience, health etc.)
 - I begin my stay before receiving any official confirmation of placement from Access Language Centre, Sydney or a valid visa.
 - I disobey the laws of my host country.
 - I try to negotiate the conditions of my Demi Pair Program directly with the family instead of through Access Language Centre, Sydney.
 - I am not performing according to the reasonable expectations of my host family and the Demi Pair program.
26. I understand that Access Language Centre, Sydney will not be liable or responsible for any loss, damage or harm occasioned by me as a result of any act, omission, statement or representation. I also agree that I will not hold Access Language Centre, Sydney responsible for any claims as a result of any such act, omission, statement or representation made by any person arising out of my Demi Pair Program with the family. I understand that Access Language Centre, Sydney and its staff cannot be held liable for accidents or loss while I am in Demi Pair Accommodation.
27. I shall adhere to the terms and conditions laid out by my visa.

I have read, understood and agree to the Terms & Conditions of the Access Language Centre, Sydney Demi Pair Program.

Name: _____

Date: _____

Signature: _____