

PREPARING YOUR AU PAIR APPLICATION

Dear Au Pair candidate,

We have developed this checklist to help you during the application process. Please read through our Au Pair in New Zealand brochure or our website (www.aupairlink.co.nz) to make sure you understand the programme you will be on and learn more about being an Au Pair in New Zealand.

To apply you will need to submit the following documents:

- A copy of your passport (must be valid for 6 months from your departure date)
- A copy of your full driver's license
- A copy of your police record

Before we can begin the matching process we also need you to complete and send:

APPLICATION STEP	NOTES	DONE
1. Your completed application form	Please complete all required pages. All submitted application forms should be filled in electronically. Make sure that all the information you provide is accurate and honest.	
2. Your "Dear Host Family..." letter	This is a letter to 'advertise' yourself to potential Host Families. It should be typed or neatly hand-written and be at least a page in length. Topics to write about include who you are (your family/friends), where you are from, your hobbies/interests, your childcare experience and why you want to be an Au Pair in New Zealand.	
3. 5-10 photos of yourself interacting with children, friends and family	Add some quality photos of yourself that show your personality, the way you interact with children, your hobbies - all about you!	
4. Organise for your chosen referees to complete your Childcare Reference (x2) and Character Reference (x1 required, however you may submit multiple references)	Please ask two people whose children you have cared for to fill in the Childcare Reference section of the application. The Character Reference forms must be completed by someone who knows you well, for example a teacher or employer. Relatives or family members are not valid references and all references must be in English or translated.	
5. Take your medical report to your doctor to be completed and signed	Print off the Medical Form and take it to your doctor to be filled in. Make sure it is stamped and signed before you submit it to us.	

Please note: You will also need to undertake an interview with either a partner agency representative or an Au Pair Link representative. As soon as we have received your full application form, you will enter the matching pool and be available for potential Host Families to contact you.

If you do have any questions regarding the application process, please contact our team on aupair@aupairlink.co.nz.

Kind regards,

The Team at Au Pair Link

GENERAL INFORMATION

Full name _____ E-mail address _____

Skype name _____ Postal address _____

City _____ State _____ Post Code _____

Country _____ Gender Male Female

Your nationality _____ What country do you currently live in? _____

Date of birth _____ How did you hear about us? _____

Mobile phone number _____ Home phone number _____

Work phone number _____ Best time to call Afternoon Evening Morning

Emergency contact person _____ Relationship _____

Emergency phone _____

Does your emergency contact speak English? Yes No

What country or countries are you a legal citizen of? _____

Country of birth _____ Do you have a valid passport? Yes No

Passport expiry date _____ Country of issue _____

OUR PROGRAMMES

1. What is your preferred Au Pair programme? Tick one

AU PAIR 123

Our core Au Pair programme designed for Au Pairs who care for at least 1 child under 5 years of age. Au Pair 123 candidates must have a minimum of 200 hours documented childcare experience. An Au Pair 123 candidate can work between 30 to 45 hours per week and the Placement Term (length of stay) is between 6 to 12 months.

AU PAIR WHIZ

Our Au Pair programme for Au Pairs who have a childcare degree or diploma and 6 months practical experience OR 1 year of full time experience working with children under the age of 5. An Au Pair Whiz will can work between 30 - 45 hours per week and the Placement Term (length of stay) is between 6 - 12 months.

AU PAIR MATE

Our Au Pair programme designed for Au Pairs who care for children over the age of 5 years. An Au Pair Mate can work between 20 to 45 hours per week and the Placement Term is between 9 to 12 months.

AU PAIR ASSIST (only available to candidates applying from within New Zealand)

Our short term mother's help programme for families with at least 1 child under 5 years. An Au Pair Assist can work between 20 to 45 hours per week and the Placement Term (length of stay) is for a maximum of 3 months.

Please tick the box to confirm that you understand our Early Childhood Education curriculum requirements for children under 5 years of age (only applies to Au Pair 123, Au Pair Whiz and Au Pair Assist programmes).

2. Approximately how long would you like to be an Au Pair in New Zealand for?

3 months (only available to candidates applying from within New Zealand)

6 months

9 months

12 months

3. When can you start working as an Au Pair in New Zealand?

Earliest job start date _____

Latest job start date _____

4. Do you have any current holidays or trips planned before your earliest job start date as an Au Pair?

Yes

No

If yes, please provide details of the dates you will be away:

5. Why do you want to be an Au Pair in New Zealand?

6. What are your expectations of being an Au Pair and Au Pair Link's programmes?

CHILD CARE EXPERIENCE & SKILLS

7. I have experience caring for children of the following ages:

0 - 6 months

6 - 12 months

1 - 2 years

2 - 5 years

5+ years

Please provide details about your childcare experience below.

Sole charge means that you were the only person responsible for the child in this position.

Hours for 0 - 6 months _____	Sole charge?	Yes	No
Hours for 6 - 12 months _____	Sole charge?	Yes	No
Hours for 1 - 2 years _____	Sole charge?	Yes	No
Hours for 2 - 5 years _____	Sole charge?	Yes	No
Hours for 5+ years _____	Sole charge?	Yes	No

Total hours of experience based on information provided _____

8. Do you have brothers or sisters? Yes No

9. If you have younger brothers or sisters, have you provided care for or babysat them? Yes No

If you answered yes to the above question, how many hours of care did you provide? _____

10. Please describe your childcare experience for each relevant age group below.

0 - 6 months

6 - 12 months

1 - 2 years

2 - 5 years

👤 5+ years

11. Please tick the boxes for each childcare-related skill you have experience in.

👤 **0 - 6 months**

- Bottle feeding
- Changing a nappy
- Crying/settling
- Meal preparation
- Bathing
- Burping
- Caring for ill/sick children
- Sleeping
- Following a daily routine

👤 **6 - 12 months**

- Bottle feeding
- Changing a nappy
- Crying/settling
- Meal preparation
- Feeding solids
- Bathing
- Burping
- Behaviour management
- Caring for ill/sick children
- Sleeping
- Providing educational activities for infants
- Following a daily routine

👤 **1 - 2 years**

- Bottle feeding
- Changing a nappy
- Crying/settling
- Meal preparation
- Feeding solids
- Bathing
- Burping
- Behaviour management
- Caring for ill/sick children
- Sleeping
- Providing educational activities for infants
- Supporting children with language development
- Supporting the development of child independence skills
- Following a daily routine
- Toilet training

👤 **2 - 5 years**

- Crying/settling
- Meal preparation
- Feeding
- Bathing
- Behaviour management
- Caring for ill/sick children
- Sleeping
- Providing art and craft activities for children
- Providing music activities for children
- Providing physical activities for children
- Supporting children with language development
- Supporting the development of child independence skills
- Supporting the development of social skills
- Following a daily routine
- Toilet training

5+ years

- Supporting children with getting ready for school
- Preparing school lunches and other meals
- Providing educational activities
- Supporting school age children with homework
- Behaviour management
- Providing art and craft activities for children
- Providing music activities for children
- Providing physical activities for children
- Supporting children with language and reading skills
- Supporting the development of child independence skills
- Supporting the development of social skills
- Caring for sick/ill children

12. Rate your childcare skills in the following areas, on a scale of 1 - 5.

Please note 1 = Very Low, 5 = Very High

- Patience with children _____
- Enthusiasm with working with children _____
- Ability to be professional _____
- Ability to be organised _____
- Ability to follow instructions from others _____
- Ability to be independent and show leadership _____
- Ability to be physically active with children _____
- Ability to listen and respond to feedback from others about your performance _____

13. Do you have experience caring for multiple children at the same time? Yes No

If yes, please provide details _____

14. Do you have experience caring for special education needs children? Yes No

If yes, please describe your experience



15. Are you willing to care for special education needs children? Yes No

16. Do you have any childcare or teaching qualifications? Yes No

If yes, please provide details _____

Please note Au Pair Link may request a copy of your certificate.

17. Have you had first aid or CPR training? Yes No

If yes, please provide details _____

Please note Au Pair Link may request a copy of your first aid certificate.

The next section of the application form requires you to provide more information about your previous childcare experience. You have the opportunity to provide details about **four** childcare positions you have held in the past. If you have held more than four childcare jobs, please provide details of the jobs you held for longest or required the greatest amount of skill in the care you provided.



CHILD CARE EXPERIENCE - JOB 1 DETAILS

Childcare experience or job type _____

Employer name _____

Employer email _____

Employer phone number _____

Do you approve our use of this employer as a childcare reference? Yes No

Are you related to this employer? Yes No

Job start date _____ Job end date _____

Average hours per week 5 10 15 20 25 30 35 40 45+

Please tick the appropriate box.

Number and age of children during your employment

Sole charge position? Yes No

Sole charge means that you were the only person responsible for the child in this position.

Please describe a typical daily routine in this job



CHILD CARE EXPERIENCE - JOB 2 DETAILS

Childcare experience or job type _____

Employer name _____

Employer email _____

Employer phone number _____

Do you approve our use of this employer as a childcare reference? Yes No

Are you related to this employer? Yes No

Job start date _____ Job end date _____

Average hours per week 5 10 15 20 25 30 35 40 45+

Please tick the appropriate box.

Number and age of children during your employment

Sole charge position? Yes No

Sole charge means that you were the only person responsible for the child in this position.

Please describe a typical daily routine in this job



CHILD CARE EXPERIENCE - JOB 3 DETAILS

Childcare experience or job type _____

Employer name _____

Employer email _____

Employer phone number _____

Do you approve our use of this employer as a childcare reference? Yes No

Are you related to this employer? Yes No

Job start date _____ Job end date _____

Average hours per week 5 10 15 20 25 30 35 40 45+

Please tick the appropriate box.

Number and age of children during your employment

Sole charge position? Yes No

Sole charge means that you were the only person responsible for the child in this position.

Please describe a typical daily routine in this job



CHILD CARE EXPERIENCE - JOB 4 DETAILS

Childcare experience or job type _____

Employer name _____

Employer email _____

Employer phone number _____

Do you approve our use of this employer as a childcare reference? Yes No

Are you related to this employer? Yes No

Job start date _____ Job end date _____

Average hours per week 5 10 15 20 25 30 35 40 45+

Please tick the appropriate box.

Number and age of children during your employment

Sole charge position? Yes No

Sole charge means that you were the only person responsible for the child in this position.

Please describe a typical daily routine in this job

PERSONAL INFORMATION AND PREFERENCES

- Please provide a short self-introduction which can accompany your online profile. Include brief details about your background, your interests, and an overview of your previous childcare experience. Your profile should be a maximum of **200 words**.
- In addition, we will also require a "Dear Host Family" letter to be read by prospective Host Families during the matching process. The letter should tell the family about who you are and why they should choose you as their Au Pair. Topics to write about include your family and friends, where you are from, your interests and hobbies, your childcare experience and why you want to be an Au Pair in New Zealand. Your "Dear Host Family" letter should be a maximum of **1000 words**. Your "Dear Host Family" letter should also contain photos of you.

Please attach your profile statement and "Dear Host Family" letter at the end of this application form.

How would your friends or family describe your personality?
Please provide approx 200 words on the above topic.

18. What is your native language? _____
19. What other languages do you speak? _____
20. How many years have you formally studied English as a language?
- | | | | |
|-------------|------------------|------------------------|-------------|
| Never | Less than 1 year | 1 - 2 years | 2 - 3 years |
| 3 - 4 years | 5 years or more | Native English speaker | Other _____ |

Please rate your ability to speak English

Beginner	Intermediate	Advanced
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21. What is your religion? _____
22. Do you practice your religion or actively attend religious services? Yes No
If yes, please provide details
23. Do you have any special religious requirements? Yes No
If yes, please provide details
24. Are you a vegetarian? Yes No
If yes, please clarify if you are prepared to prepare and cook meat for a Host Family and their children
25. Do you have any other food or dietary restrictions Yes No
If yes, please provide details

26. Have you visited New Zealand before?

Yes

No

I am currently in New Zealand on a Working Holiday visa

If you have previously visited New Zealand, but *not* on a Working Holiday visa, please provide details of your time in New Zealand

27. Have you ever lived overseas before?

Yes

No

If yes, please provide details

28. Do you currently live with your parents?

Yes

No

If no, please provide details of your current living situation

29. If you answered yes to the previous question, please clarify if you have ever lived away from home before

Yes

No

If yes, please provide details

30. Are you currently in a relationship?

Yes

No

If yes, please provide details

31. Do you have any visible tattoos or piercings?

Yes

No

If yes, please provide details

YOUR HOBBIES AND INTERESTS

Please tick the box or boxes which describe your interests or hobbies.

Outdoors

Fitness

Sports

Water sports

Horse riding

Animals

Skiing/snowboarding

Games

Collecting

Travel

Reading

Writing

Education

Computers

Cooking

Arts & crafts

Community services

Music

Performing arts

32. Please describe any other interests or hobbies you have that are not covered in the boxes above.

33. Do you know how to swim? Yes No

If yes, please rate your swimming ability below.

Beginner

Intermediate

Advanced

34. Do you know how to cook? Yes No

If yes, please describe your cooking experience and ability.

35. Are you confident with the following housekeeping duties?

Please tick the appropriate boxes. Note the primary duty of an Au Pair is to care for the child or children of your Host Family. However, some light housekeeping duties (often relating to the children) may also be required by Host Families outside of your typical childcare hours.

Vacuuming

Washing clothes

Washing dishes

Making children's beds

General tidying and cleaning

Supermarket shopping

Other _____

36. Would you like to live in a city or rural location?

City

Rural

Either



37. Are you comfortable living with the following pets or animals?

Cats	Yes	No
Dogs	Yes	No
Farm animals	Yes	No
Birds	Yes	No
Rabbits	Yes	No

38. Are there any other common animals or pets that you do *not* want to live with?

Yes No

If yes, please provide details _____

39. Do you smoke?

Yes No

If yes, how often do you smoke?

Daily Every few days Weekly Monthly Hardly ever

Au Pair Link has a non-smoking policy. You agree to our Terms and Conditions regarding this policy and also agree to never smoke in the presence of children in your care, or on your Host Family's property. Failure to comply with our non-smoking policy may result in your immediate removal from our programme and termination of your agreement with us.

40. After you have been an Au Pair in New Zealand, what do you want to do?

41. What are your career and future life goals?

EDUCATION, QUALIFICATIONS AND WORK HISTORY

42. Have you successfully graduated from high school?

Yes

No

I am currently attending high school

43. Are you currently enrolled in any form of education, e.g. school or university?

Yes

No

If yes, please provide details _____

Please provide details of any qualifications you have received.

QUALIFICATION 1

Qualification type _____

Name of institution _____

Start date _____ End date _____

Are you currently attending this educational institution?

Yes

No

Qualification completed?

Yes

No

Comments

QUALIFICATION 2

Qualification type _____

Name of institution _____

Start date _____ End date _____

Are you currently attending this educational institution?

Yes

No

Qualification completed?

Yes

No

Comments

QUALIFICATION 3

Qualification type _____

Name of institution _____

Start date _____ End date _____

Are you currently attending this educational institution?

Yes

No

Qualification completed?

Yes

No

Comments

44. Are you currently employed?

No Yes If yes, where are you employed? _____

45. What notice period do you have at work?

None 1 week 2 weeks 3 weeks 4 weeks 2 months 3 months

WORK HISTORY

JOB 1 DETAILS

Company name _____ Job type _____

Employer name _____ Employer email _____

Employer phone number _____ Is this your current job? Yes No

Start date _____ End date _____

Job description

JOB 2 DETAILS

Company name _____ Job type _____

Employer name _____ Employer email _____

Employer phone number _____ Is this your current job? Yes No

Start date _____ End date _____

Job description

JOB 3 DETAILS

Company name _____ Job type _____

Employer name _____ Employer email _____

Employer phone number _____ Is this your current job? Yes No

Start date _____ End date _____

Job description

DRIVING EXPERIENCE

46. Do you have a current and valid full driver's license? Yes No In progress

If in progress, please specify your current type of license and the date you expect to get your full license

47. When did you receive your full driver's license? _____

48. How many months or years of driving experience do you currently have?

None	1 - 3 months	3 - 6 months	6 - 12 months
1 - 2 years	2 - 3 years	3 years +	

49. How often do you drive a car?

Daily	3 - 5 times per week	1 - 2 times per week	Fornightly
Monthly	Never	Other _____	

50. Have you ever had qualified instructor driving lessons?

Yes No

If yes, please provide details _____

51. What type of car do you usually drive?

Automatic transmission

Manual transmission

52. Which side of the road are you used to driving on?

Left Right

53. If you are used to driving on the right side of the road, have you ever driven in another country on the left side of the road?

Yes No

If yes, please provide details _____

54. Do you have experience driving in the following places or conditions?

City	Yes	No
Motorways	Yes	No
Rural countryside	Yes	No
Snow	Yes	No

55. Do you have own a car for your personal use?

Yes No

56. Do you regularly drive with passengers in the car?

Yes No

57. Do you have experience driving with children in the car?

Yes No

58. Have you ever had a car accident?

Yes No

59. Have you ever been prosecuted or penalised for any driving offence or accident?

Yes No

60. Please provide any additional comments regarding your driving experience

MEDICAL AND HEALTH INFORMATION

61. Do you have any animal or pet allergies?

Yes No

62. Do you have any food allergies?

Yes No

If yes, please provide details _____

63. Do you have any other allergies?

Yes No

If yes, please provide details _____

64. How severe are your other allergies?

Mild

Intermediate

Severe

65. Do you have any serious conditions, infectious diseases or reoccurring health problems?

Yes

No

If yes, please provide details _____

66. Have you received any regular medical treatment or been hospitalised in the last three years?

Yes

No

If yes, please provide details _____

67. Do you take regular medication for any health related problems?

Yes

No

If yes, please provide details _____

68. Do you have any diagnosed mental health problems?

Yes

No

If yes, please provide details _____

69. Have you ever received treatment or counselling for eating disorders, nervous disorders, self-harm, depression or any emotional condition?

Yes

No

If yes, please provide details _____

70. Do you have any history of physical, emotional, or sexual abuse?

Yes

No

If yes, please provide details _____

71. Are you physically able to care for children, e.g. lifting, carrying, or bending down?

Yes

No

If no, please provide details _____

CRIMINAL HISTORY

73. Have you ever been convicted of a crime?

Yes

No

If yes, please provide details

DECLARATION

I have read and accepted Au Pair Link's terms and conditions and I confirm that all the information I have supplied as part of my Au Pair Link application process is true and correct.

Applicant signature _____ Date _____

Typing your name will constitute a valid signature.

