

# 2014 APPLICATION PACKAGE

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*The Application Package is designed to meet the needs of LoPair Host Families and the regulations of the China Au Pair Association (CAPA). The additional information requested is based on LoPair Education's experience in the market and information requested by the Host Families that they feel is helpful in determining their selections of Au Pairs.*

**APA01: Au Pair Checklist**

Doc ID	Document Name	Completed By	Form Provided by LoPair
<b>Mandatory Application Documents</b>			
APA01	Au Pair Checklist	IP/OR*	Yes
APA02	Instructions for Application	Au Pair	Yes
APA03	Guidelines for Au Pairs	Au Pair	Yes
APA04	Application Form	Au Pair	Yes
APA05	Au Pair Agreement	Au Pair	Yes
APA06	Non-Criminal Certification	Government	
APA07	Medical Report Form	Physician	Yes
APA08	Education Certificate	Au Pair	
APA09	Childcare Reference	Reference	Yes
APA10	Character Reference	Reference	Yes
APA11	Dear Family Letter	Au Pair	
APA12	Interview Report	IP/OR	Yes
APA13	Copy of Passport	Au Pair	
APA14	Passport-sized Picture	Au Pair	
APA15	Declaration of English Translation (for non-native English speaking origins)	Au Pair	Yes
<b>Supplementary Application Documents</b>			
APA16	Copy of TEFL / First Aid / Childcare / Artistic Talents Certificates	Au Pair	
APA17	Photos from daily life	Au Pair	
APA18	Self-introductory Video	Au Pair	

\*IP/OR: International Partner or Overseas Representative

## **APA02: Instructions for Application**

**Please note: All information must be written in English and typed or neatly printed on white paper in black ink only. When creating or scanning documents, please name new files like this: LastNameFirstName\_ChildcareReference.**

1. **Guidelines for Au Pairs.** Contains 2 pages, you should read through all guidelines and sign on the second page.
2. **Application Forms.** Contains 4 pages, please answer all questions and give as much information as possible. If you have any questions, do not hesitate to contact LoPair's International Partner or Overseas Representative, they will help you out! Don't forget your signature on the last page.
3. **Au Pair Agreement.** Contains 3 pages, fill in your personal information as required. Initial on the bottom of each page and sign your full name on the last page.
4. **Non-Criminal Certification.** You need to apply for this document in your home country, please contact an International Partner or Overseas Representative on how to obtain this document.
5. **Medical Report Form.** Contains 2 pages. Your doctor (may not be related to you) needs to fill this out. Make sure your doctor puts a stamp and signature on both pages.
6. **Education Certificate.** If you have just graduated from high school and are taking a gap year, send us a copy of your high school certificate. If you are already enrolled in university/college, send us a certificated issued from you college or department that proves your current school level, and if you have already graduated and are currently working, send us your graduate certificate. Please translate into English if the original is in another language. If no certificates are available at the time of application, please provide a letter from your school confirming your years of attendance.
7. **Childcare Reference.** We require at least one non-family related childcare reference. Any extra childcare references are always welcome. If you have childcare experience within your own family, please document this on your application form. If it is a professional experience, any reference written by the director/manager will be appreciated! All references must show contact name, phone numbers etc. If reference is not in English, a translation must be submitted with the original reference.
8. **Character Reference.** We require at least one non-family related character reference that gives an honest opinion about your character. The first two required references (one childcare, one character reference) must be from different adults. All references must show contact name, phone numbers etc. If reference is not in English, a translation must be submitted with the original reference.
9. **"Dear Family" Letter.** This letter is the most important means for your future Host Family to know about you before meeting you in person. A preferred 500+ word personal letter in typed form on a separate sheet of white paper, containing detailed information about your family, childcare/education/work experience, hobbies, and reasons for au pairing in China. The letter should be written in English. You may add one paragraph in Chinese if you are able to.
10. **Passport-sized picture.** We require an electronic copy at the time of application and at least 2 copies with your name written on the back when you are in China, for official uses.

11. **Interview Report.** LoPair's International Partner or Overseas Representative will conduct an in-person English interview with you and generate an interview report before accepting you onto the LoPair Au Pair China cultural exchange program.
12. **Copy of Passport.** The copy of your passport must show the page with your name, date of birth and passport number. Please ensure that your passport is valid for the whole time you intend to be in China and for at least 6 months after your return.
13. **Copy of TEFL / First Aid / Childcare / Education / Artistic Talents Certificates.** If not in English, a translation must be submitted with the original certificate. Any further certificate/documentation that you feel would support your application is welcome!
14. **Photos from daily life.** Include a selection of photographs of yourself with family and children you have looked after. Preferably, use a photo collage that is attractively displayed with headings and dates. Be aware: do not include photos of you in pubs, nightclubs, or with inappropriate clothing such as bikinis. Use high quality photos that represent the best of you.
15. **Self-introductory Video.** A well-prepared video clip will be a great plus to your application and often facilitates your matching process. Your video is one of the best ways to show your passion to join a family in China, nice personality, appropriate manner, and good language skills. You can always address your strength and talents, talk about your plans regarding how to help the family with childcare/child education, etc in the video clip.

**A few guidelines and tips:**

- a) Videos should be around 2-3 minutes long and (preferably) in .flv format
- b) Videos must be in English but you may greet your future Host Family with some basic Chinese phrases such as “Ni hao (hello), “Wo jiao” (my name is) at the beginning of the video.
- c) Say your full name and country at the beginning of the video.
- d) Do not include any contact information including phone numbers, emails, Skype account, etc.
- e) Dress appropriately and be careful not to use too much make up.
- f) You may use quiet music and switch filming location so the background is more interesting.
- g) Rehearse before real time production; adjust your lighting, camera position, microphone sound, etc to have better video quality.

Please note that once your application is submitted it becomes property of LoPair Education. Please keep your own original or copies of certificates, references, pictures, videos, etc.

Once you have passed the interview procedure, completed all application, your file will then be circulated to the suitable host families and any who are interested in your application might email or telephone you directly. It's essential that you present LoPair or its International Partner/Overseas Representative with a feedback after every contact with a potential Host Family. Once a Host Family has chosen you, you must make a decision ASAP. A Host Family-Au Pair Agreement, which outlines house rules and your weekly schedule, must be signed by both parties in order to finalize the matching process. LoPair will issue a Visa Invitation Letter and its International Partner / Overseas Representatives will assist you in preparing your visa application. You will be required to pay Airfare Add-on (if applicable) before getting your international flight tickets.

We look forward to receiving your completed program application!

## APA03: Guidelines for Au Pairs

*The following points may assist you in setting into a new household in China. This serves as a general outline:*

1. As the first oriental destination in au pairing history, China will offer a uniquely different cultural and life experience. Be open towards the different cultures and lifestyles.
2. It can be difficult for an Au Pair to get used to living with a new Chinese family. Bear in mind that it is equally difficult for your Chinese Host Family to get used to someone new in their home. Try to emerge in the same way that the family welcomes you!

### **House Rules, Responsibilities and Schedules**

3. Stick to the house rules and remember that there will be some duties that the Host Family expects you to do. Communicate with them on a regular basis, especially in the first 2 weeks, trying to understand each other's needs and expectations so that you can later live up to or exceed these expectations.
4. Do not be afraid to ask any questions you might have about your schedule and duties. If you do have problem in communicating with your Host Family over certain important issues, turn to your assigned Local Coordinator, they will try to help you with it!
5. Remember it is also part of your responsibility to negotiate with the Host Family on your weekly/daily schedule. Be direct if you have any problems with maintaining or changing your weekly schedule. Your Host Family will be happy to work together with you on a schedule that can work well for both parties.
6. Be open and flexible with your duty hours. If you work longer on one day/week, you are very likely to be compensated for a less-burdened day/week on another.
7. Do not come back home late or stay out all night without notice, your Host Family will worry about you. If you wish to delay your curfew time, bring this topic to the Host Family with appropriate reason in a proper manner.
8. Ask if you can invite your friends to your new home. Never entertain your friends in the house unless you have discussed this with your Host Family and are allowed to do so.

### **Attitudes and Personal Habits**

9. Try your best to be cheerful, helpful, reliable, trustworthy, and polite. You may feel lonely and homesick at the beginning of your stay, but remember your Host Family and LoPair staff will be aware of this. If you feel unwell or miss your own family, simply let them know. They will try their best to get you more used to the living habits, local community, and help you set up new connections.
10. Personal hygiene is important to the families. Inquire when you may use washing machine or if your clothes can be washed together with the families'. Keep your bedroom clean and tidy all the time. It is also part of your responsibility to look after public areas and belongings of the house in a way that you would treat you own home.
11. At family mealtimes and other family activities, try to be on time. Try to help with the washing up and cleaning, unless you are told not to do so. If you are making a tea for yourself, ask somebody else in the house if they would like to have one too. Remember Chinese people look highly upon hospitality treats such as offering tea to the houseguests! Remember to wash up and tidy away after you have eaten when at home alone. Don't leave your dirty dishes on the table or in the sink unless you have been told to do so.

12. Respect the eating habits of your Host Family. Do not take food that is forbidden by your Host Family's customs or religions into the house. However, kindly let them know your personal favorite dishes, snacks so that they might accommodate your wish on certain basis. You are always welcome to cook a meal from your hometown or home country every now and then!
13. Different cultures, different family types often have different views on the definition of privacy. Do not feel uncomfortable discussing this topic with your Host Family when you feel that you and your Host Family share different views on this matter. If you respect the privacy of the family, they will respect yours.

**Childcare and Child Education**

14. Child safety and health are always of high priority. Don't give any snacks or medicines to children without explicit instructions from your Host Family to do so. Always make sure that you have left the Host Family with a contact number while taking care of children by yourself.
15. Children are universally naughty. If your host child offended you in whatever way, never physically abuse them. Inform the parents and discuss together with them on a solution.
16. Be proactive and creative towards the Host Children. Your Host Family will expect you to bring forth fun ways to educate and interact with the children. Think of some ideas before your departure on how to get the children involved in tutoring/cultural/sports activities that you will arrange for them.

**Pocket Money and Personal Expenses**

17. Remember your monthly Pocket Money is only a minor part of what the family has paid for you. If your performance meets or exceeds the Host Family's expectation, you may be also rewarded with more (not just in monetary ways).
18. You should expect to buy your own personal goods or daily necessities, such as toothpaste and soap, unless the Host Family insists on buying them for you.
19. Ask your Host Family if you may use the telephone, computer, fax, or other facilities in the house that can cost your Host Family extra money before using them directly.

**Others**

20. It will be nice to bring a small gift for your Host Family (if possible to every family member) upon your arrival or on special occasions during your stay in China. This kind of Chinese hospitality has been going strong for almost 3,000 years!
21. Should you have any problem during your stay, you are always welcome to discuss them with your assigned Local Coordinator after your direct communication attempts have failed. LoPair staff are happy to resolve conflicts or personal issues for you in order to make your stay easier.

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Au Pair Applicant Signature

Date

### APA04: Application Form

Please ensure that you understand every question, do not leave questions unanswered. This Application Form is binding and shall constitute part of your agreements with LoPair Education.

Program Information			
Planned Program Duration	<input type="checkbox"/> 3-Month	<input type="checkbox"/> 6-Month	<input type="checkbox"/> 12-Month
Will you consider an extension?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, how long for?	<input type="checkbox"/> 3-Month Extension	<input type="checkbox"/> 6-Month Extension	
Earliest arrival date:	Day:	Month:	Year:
Latest arrival date:	Day:	Month:	Year:

I. Personal information			
Name:	First:		
	Middle:		
	Last:		
Date of birth:	Day:	Month:	Year:
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Nationality:			
Passport Information:	Passport number:	Expiration date:	
Email address:			
Skype ID:			
The best time to contact you:			
Home phone/landline: (national code +area code +number)			
Mobile phone: (national code +area code +number)			
Contact address:	Street:		City:
	State:		Postal code:
	Country:		
English speaking emergency contact (Very important!):	Name:		Relation:
	Phone:		Email:
Earliest arrival date:	Day:	Month:	Year:
Last arrival date:	Day:	Month:	Year:
Native language:			
Chinese level:	<input type="checkbox"/> None <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Fluent <input type="checkbox"/> Native speaker Please specify:		
Other languages:	Languages	Level	
		<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	
		<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	
Religion:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what's your religion? _____ How often do you attend religious services? _____		

II. Health information				
Do you have any pre-existing medical or disabilities?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please explain:				
Do you have any allergies?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please explain:				
Do you have any physical or medical restrictions?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please explain:				
Do you take medications or drugs regularly?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please explain:				
Have you ever needed treatment, counseling or hospitalization for a psychological or psychiatric condition?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please explain:				
Are you currently recovering from an injury or chronic diseases (HIV positive, Hepatitis etc.)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please give more details:				
Have you ever suffered from or sought treatment for depression, alcoholism, drug addiction, or an eating disorder?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please describe:				
Please describe yourself: <input type="checkbox"/> Non-Smoker <input type="checkbox"/> Smoker <input type="checkbox"/> Occasional/social smoker				
If social smoker, how often?				
If you smoke, can you agree not to smoke in your Host Family's home and whenever responsible for or with the children?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever been convicted of a felony or misdemeanor not including traffic violations?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please explain:				
Do you have any dietary restrictions?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please explain:				
Have you ever been away from home for longer than 2 months?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please indicate when, where, why and for how long?				
Are you planning a holiday/vacation before you leave?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please indicate when and where we can reach you while you are away:				
III. Family Information				
Parents	Name	Occupation	Phone Number	Email
Father				
Mother				
If you have any siblings, list their names and ages below:				
Who do you presently live with?				



Please describe type of housework you do at your home (cooking, cleaning, etc.):				
Have you experienced any major life changes in the past year? If yes, please explain.				
Have you ever lived away from home? If yes, please explain.				
Have you ever been to China? Have any of your family members been to China?				
<b>IV. Education &amp; Employment History</b>				
Have you obtained your country's secondary/high school diploma?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you completed or are you currently enrolled in post-secondary studies?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, do you intend to further your education?		<input type="checkbox"/> Yes. Please specify:  <input type="checkbox"/> No		
Please specify your educational information from the highest level in the chart below.				
Degree	Major	Dates from	Dates until	University/College/School name
Are you currently or have you ever been employed? If yes, please specify your employment experience besides work caring for children in the chart below.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Title	Employer	Dates from	Dates until	Job Description
Have you received any additional non-degree education courses or job training?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe:				
<b>V. Hobbies &amp; Interests</b>				
Hobbies/Interests	<input type="checkbox"/> Swimming <input type="checkbox"/> Golf <input type="checkbox"/> Singing <input type="checkbox"/> Arts and crafts <input type="checkbox"/> Tennis <input type="checkbox"/> Biking <input type="checkbox"/> Dancing <input type="checkbox"/> Violin <input type="checkbox"/> Soccer <input type="checkbox"/> Skiing <input type="checkbox"/> Reading <input type="checkbox"/> Guitar <input type="checkbox"/> Basketball <input type="checkbox"/> Gymnastics <input type="checkbox"/> Writing <input type="checkbox"/> Piano/keyboard <input type="checkbox"/> Volleyball <input type="checkbox"/> Badminton <input type="checkbox"/> Cooking <input type="checkbox"/> Photography <input type="checkbox"/> Table tennis <input type="checkbox"/> Artwork <input type="checkbox"/> Computer <input type="checkbox"/> Voluntary work			
Do you have any other hobbies not listed above? If yes, please list them:				
Certificated Skills	<input type="checkbox"/> TEFL <input type="checkbox"/> Childcare/Babysitting <input type="checkbox"/> Coaching (e.g. sports) <input type="checkbox"/> First Aid <input type="checkbox"/> Life Saving Certificate <input type="checkbox"/> Other: <i>(Please attach copies of your certificate to your application!)</i>			
Do you mind living with a Host Family that followed a special diet (e.g. vegetarian, kosher, etc.)?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you mind living with pets?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please list what pets you cannot live with and the reason:				

VI. Child Education and childcare				
Have you ever tutored English as a second language?		<input type="checkbox"/> Yes		<input type="checkbox"/> No
If yes, please specify your tutoring objects (pupils) and general methods:				
Please describe how you plan to assist your Host Family with child education, especially foreign language tutoring:				
What activities (outdoors and indoors) would you like to do with the children in your Host Family?				
Why should a family choose you as their Au Pair?				
<p>Please describe in detail, all of your childcare experiences. 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. Type of childcare might include but not limited to :</p> <p> <i>*Babysitting your little brothers/sisters (sibling care)</i>      <i>*Volunteer at a childcare center or kindergarten</i>  <i>*Babysitting other relatives</i>      <i>*Babysitting for neighbors</i>  <i>*Au Pair</i>      <i>*Daycare</i>      <i>*Youth Group</i>  <i>*Nanny</i>      <i>*Coaching sports for kids</i>      <i>*Tutoring</i>      <i>*Volunteer</i> </p>				
Type of childcare	Ages/gender of children	Hours provided	Year started/ended	Reference contact
Please describe your responsibility and activities with children:				

I agree that all of the information submitted is complete and accurate. I understand that submitting false or misleading information on any LoPair Education form will result in my immediate removal from the LoPair Au Pair China cultural exchange program at my expense. I shall notify LoPair Education immediately if there are any changes to the information included in my application. I agree to abide by all LoPair requirements and regulations set forth by CAPA (China Au Pair Association) and IAPA (International Au Pair Association).

Au Pair Signature for Application		Date	
Application verified by IP / OR		Date	

## APA05: Au Pair Agreement

**Agreement according to the rules of IAPA (International Au Pair Association) and CAPA (China Au Pair Association)**

**Please read the following carefully and be sure you understand all issues. This is a legal and binding agreement that shall constitute part of your agreements with LoPair Education.**

1. I, \_\_\_\_\_, (Passport No. \_\_\_\_\_ / Date of Birth \_\_\_\_\_ ) an applicant to be an Au Pair with the LoPair Education Co., Ltd (杭州乐培教育信息咨询有限公司) Au Pair China cultural exchange program for \_\_\_\_\_ months, starting from the day I arrive in China. I confirm that I have read all written materials provided by LoPair Education and that I fulfill all criteria.
2. I understand that the LoPair Au Pair China program is a cultural exchange program and not a contract of work. In any agreements, or statements about the program any phrases including "work" such as "working time", "nature of the work" etc. are only intended to simplify and aid understanding. The phrase does not express the obligations and responsibilities on each party that is found in a labor relationship between employer and employee.
3. I am aware that being an Au Pair requires a high degree of both responsibility and flexibility and that I must take my duties seriously. I agree to abide by the terms and conditions set forth in this agreement as detailed below. I shall notify LoPair Education immediately if there are any changes to the information included in my application. Should I decide to cancel my application, I shall inform LoPair or its International Partner or Overseas Representative at once.
4. I certify that I am between the ages of 18 and 29; I have graduated from secondary school; I am physically and mentally healthy and have no criminal record. In order to participate in the program, I understand that I have to pass the interview conducted by LoPair International Partner or Overseas Representative. I will pay any required Add-on Airfare, and submit the following materials including but not limited to: Application Form, Au Pair Agreement, Non-Criminal Certification, Medical Report Form, Education Certificate, Childcare Reference, Character Reference, "Dear Family" letter, Copy of Passport, Passport-sized picture, and photos from daily life. I agree to provide my own transportation to the departure airport at my own expenses.
5. I agree that I will provide up to 30 duty hours per week to my Host Family. I understand I will have at least 1.5 consecutive days off per week, one full weekend off per month (starting Friday evening and ending Sunday evening) and 3 paid days off as vacation per 3 months to be taken at a time mutually agreed upon with my Host Family. I understand that duty hours, off-days and vacation amount are subject to changes according to CAPA regulations.
6. I understand that language tutoring and childcare are of primary importance and I shall carry them out responsibly in a caring and considerate manner. I agree my tutoring and childcare responsibilities will take precedence over my own personal and/or social life. I shall make a concerted effort to experience the culture of my host country, to learn the language, and to display tolerance towards others.
7. I understand that the safety of the children should be my first priority during the program. I shall seek the advice of the Host Family before administering any form of discipline on the children. Any physical harm to the children may result in instant termination of the program and I accept responsibility for any further consequences.
8. I undertake to fulfill all the responsibilities agreed upon in the Host Family – Au Pair Agreement; this may include, but is not limited to, house rules and weekly schedule. I understand that I shall be asked to undertake light household duties and to make a fair contribution to the cleanliness of the common areas of my Host Family's home and I agree to keep my own room clean and tidy as well as participate in the day-to-day life of my Host Family.
9. I shall make every effort to resolve any differences with my Host Family. If I am being treated unfairly regarding the Host Family's attitudes, workload, housework, I will bring the matter to the attention of the Host Family and contact my assigned Local Coordinator. In addition, should I be subject to any physical, sexual or emotional abuse from any

member of the Host Family, I agree to immediately contact my Local Coordinator and LoPair corporate office.

10. I understand that a two-week Grace Period must be respected and observed in accordance with program guidelines once Host Family - Au Pair Agreement is cancelled. During this period, I shall perform my normal duties and I shall continue to receive room, board, and pocket money. If a replacement family is found for me, I understand that this may involve moving to a different area/city. I agree if I am not able to place with another Host Family by the end of Grace Period, I will have to leave the program, forfeit my Completion Bonus if any, and return to my home country at my own expenses.
11. I agree my monthly pocket money will be 1,000 RMB per month in exchange for providing up to 7 hours per day for a maximum of 30 hours per week. I understand that pocket money amount is subject to changes according to CAPA regulations.
12. I accept total responsibility of my own expenses, including but not limited to, long distance phone calls, dry cleaning, medical expenses not covered by my travel insurance and any other personal expenses incurred by myself or by the Host Family on my behalf. Neither LoPair Education nor the Host Family will accept responsibility for any personal charges or extra expenses that I have incurred.
13. I understand that any material concerning my application and participation in the Au Pair China Program, including, but not limited to pictures, videos and testimonials might be used by LoPair Education for any of its own purposes related to the scope of the program itself. I am aware of the fact that LoPair will not sell, reproduce or disclose any of this material to third parties.
14. I shall familiarize myself with all visa requirements. I shall obtain necessary documents (e.g., a valid passport) prior to departure and shall not enter my host country without a proper visa (if required). I understand that I will enter and stay in China legally on an F visa. I will abide with the placement city's local regulations and cooperate with LoPair local staff or any other supervising authority regarding my visa conversion and/or extension(s). I agree to return home at the end of agreed duration and before my visa expires.
15. I understand that the visas issued for cultural exchange programs in China, the F Visa, are not the same as those issued for employees. I will not seek employment during my stay in China and realize that any attempt to do so, or any employment I accept while in China on a cultural exchange program will break the terms of my visa and may lead to me being apprehended or deported by the authorities. If I seek or take employment, I accept that LoPair Education bears no responsibility for the consequences and my Host Family has the right to cancel the Host Family – Au Pair Agreement. In such case, I am required to leave China at my own expenses and before my visa or residency permit expires. I will also forfeit my Completion Bonus if any.
16. I understand that it is my responsibility to apply for a Temporary Residence Permit, with the help of the Host Family or LoPair staff, within 24 hours of my arrival. I understand that it is my own responsibility to keep my important documents safe and available. If I lose, or have stolen, documents such as my passport, visa or Temporary Residence Permit, I take full responsibility for arranging replacements and recognize that LoPair may be unable to aid me in extending or replacing visas.
17. I understand that there is currently no law in the People's Republic of China governing au pair programs in particular, but LoPair conducts its programs in accordance with the laws governing cultural exchange and learning programs in China and in line with national, international standards for au pair programs. If the law changes I will follow the instructions of LoPair Education to remedy the situation.
18. I understand that LoPair Education issues my Visa Invitation Letter, which is required for application of an F visa. If I do not obey regulations and laws of my host country or, if I leave my Host Family without the approval of LoPair, LoPair Education reserves the right to withdraw the Visa Invitation and my case details will be turned over to Entry and Exit Administration (EEA) for deportation proceedings.

19. I understand that I will receive Mandarin Classes up to 240 class hours a year (60 class hours for 3-month placements, 120 class hours for 6-month placements) and at least one Chinese Cultural Course per month, and that class settings and schedules are subject to changes according to each placement city's affiliated language schools / facilities. I agree to be open to LoPair Education's arrangements as far as my duty schedule in the Host Family allows and I will attend classes which are available as much as possible. LoPair Education reserves the right to set minimum standards of attendance, by which to judge my *successful program completion*.
20. I understand that I may receive Completion Bonus once I have successfully completed the agreed duration of the program, or, the extension period, the amount of which is subject to changes according to LoPair annual regulations. In order to receive the bonus one week before the agreed departure date, I agree to submit the bonus claim form to LoPair Education, 30 days before the agreed departure date, requesting the issuance of a Completion Bonus. All requests must be submitted no later than 60 days after my program completion date. LoPair has up to 90 days after my program completion to issue the bonus. I understand I will not receive my Completion Bonus if:
- I decide to withdraw from the program before my commitment is complete.
  - I do not *satisfactorily complete* my program as an Au Pair, including completing the required education, attending the required Au Pair activities and getting Host Family's signature on the bonus claim form
  - I ask to leave my Host Family; a replacement family does not accept me within two weeks of cancelling Host Family – Au Pair Agreement.
  - I am asked to leave my Host Family and no replacement family is available for me.
21. If I leave the program for any reason before completing my committed program duration or the extension period, I will have to forfeit my Completion Bonus if any, and return to my home country at my own expenses.
22. I understand that I shall be terminated from the program without compensation and may have to return home if:
- I fail to abide by the agreements or program guidelines
  - I falsify any information in my application
  - I begin my au pair stay before receiving an official letter of confirmation from LoPair Education or a proper visa
  - I administer corporal punishment to a child
  - I am responsible for repeated problems with several host families
  - I leave my host family without approval from LoPair Education
  - I disobey laws / regulations of my host country or IAPA or CAPA
23. I understand and agree that I must leave China upon pre-termination/end of the program or when my visa expires, unless otherwise specified and agreed by LoPair Education. Any attempt seeking for unpermitted or illegal stay will result in LoPair's turning over the case to Entry Exit Administration (EEA) for deportation proceedings and my visa can be terminated immediately.
24. By signing below, I verify that all information I have provided on my application is true, complete and accurate. I agree that I have read the program information, understand and accept the conditions under which the program will be conducted. I hereby release LoPair Education, its International Partners, Overseas Representatives or employees from all action suits, claims, or liability for damages arising out of my participation in the program.
25. I agree that Chinese law applies to this agreement and I agree to submit to the jurisdiction of Chinese courts.

**This agreement shall take effect from the date signed below.**

\_\_\_\_\_  
Au Pair Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Au Pair Print Name

### APA07: Medical Report Form

**Part A (to be completed by the Applicant) (以下内容由申请人填写)**

First Name (姓)	Family Name (名)
Nationality (国籍)	Date of Birth (出生日期)
Home Address (家庭住址)	
Gender (性别)	Home phone (家庭电话)
Passport number (护照号)	
Height (身高)	Weight (体重)
Emergency Contact Information, please describe name, relationship to applicant, mailing address, email, phone number (紧急情况联系人信息)	
Are you covered by any Insurance other than that provided by LoPair (有无除乐培教育提供的其他保险): <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the name and type of the insurance, the provider, the expiration date) (如果有, 请提供保险名称、种类, 保险供应商, 过期时间):	
Is your physical activity restricted in any way (有无任何身体行动上的限制)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain (如果有, 请解释):	

**Part B (to be completed by the Physician) (以下内容由医生填写)**

As an Au Pair, the applicant will be living for an extended period in the home of a family with young children or elders. It is therefore important that we are advised of any physical or mental health issues that may have a bearing on the Applicant's ability to participate. (请审核表 A, 并注明任何关于申请人的身体、精神健康会妨碍他/她来华旅行并履行互惠生职责的信息)

Please indicate whether the Applicant has been immunized against the following: (申请人是否接种过以下疾病疫苗)			
			Date of immunization (接种时间)
Tetanus (破伤风)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Diphtheria (白喉)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Polio (小儿麻痹症)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Measles (麻疹)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Mumps (腮腺炎)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
German measles (rubella) (风疹)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Typhoid (伤寒症)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Tuberculin test (结核病)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Whooping cough (百日咳)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Doctor's Signature and stamp (签章) \_\_\_\_\_ Date (日期) \_\_\_\_\_

Has the Au Pair applicant ever suffered from: (互惠生是否曾有以下病患)

Anorexia or Bulimia	(厌食症或暴食症)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any kind of addiction such as alcohol or drugs	(成瘾症, 如酒精或毒品成瘾)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Arthritis	(关节炎)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Asthma	(哮喘)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chicken pox	(水痘)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Depression	(抑郁症)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diabetes	(糖尿病)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Eating disorder	(饮食障碍症)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Emotional problems	(情绪问题)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Epilepsy	(癫痫症)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hepatitis (any kind)	(肝炎, 任何种类)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hernia	(疝气)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Herpes	(疱疹)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Measles	(麻疹)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Migraine	(偏头痛)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mumps	(腮腺炎)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Polio	(小儿麻痹症)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Scarlet fever	(猩红热)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Allergies	(过敏症)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any other disease	(其他疾病)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you have answered yes to any of the above, please give full details including dates if possible here: (上表里如有选是的, 请在此处给出详细解释说明):			
Is the applicant currently or recently been treated / counseled for a nervous condition, depression or emotional disorder? (该申请人现在或最近是否有接受或咨询关于紧张、沮丧、情绪紊乱的治疗):			
How long have you treated this patient? (您作为该申请人的医生已有多长时间):			
Doctor's Print name:		Address:	
Telephone:		Email:	

I confirm that the au pair applicant is in good general physical and psychological health, and that an ordinary clinical examination has shown no definite symptoms of illness that she/he does not suffer from any infectious or chronic disease, there is no objection to her/him associating with children. (兹证明申请人身体和精神健康, 常规体检结果已显示申请人目前没有确定的疾病症状, 没有传染性或慢性疾病, 可以与孩子接触。)

Doctor's Signature and stamp (医生签章) \_\_\_\_\_ Date (日期) \_\_\_\_\_

**For office uses:**

To the best of my knowledge this doctor is qualified and licensed to practice medicine.

Verified by International Partner / Overseas Representative:

Date:

**APA09: Childcare Reference**

**All references must be translated into English and submitted with original attached.**

To the reference: \_\_\_\_\_ (Au Pair name) is applying to LoPair Education to be an Au Pair in China. 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.

1. How did you get to know the applicant (as employer, neighbor, teacher etc.)? \_\_\_\_\_
2. For how long have you known the applicant? \_\_\_\_\_
3. Please describe applicant's childcare experience with (your) children in detail:

Approximate Dates (From ... to...)	Estimated care- hours provided	Names and Ages of Children when started	Applicant's Responsibilities with children (i.e. bathing, tutoring, etc.)

4. What kind of activities does the applicant usually do with children?  
\_\_\_\_\_  
\_\_\_\_\_

5. Would you recommend this applicant as an Au Pair in China? Why?  
\_\_\_\_\_  
\_\_\_\_\_

6. Please feel free to add any additional comment here:  
\_\_\_\_\_  
\_\_\_\_\_

Reference name:	Telephone:
Email address:	Mailing address:
Do you speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No	May host families contact you? <input type="checkbox"/> Yes <input type="checkbox"/> No
*Are you related to the applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No	Best time to reach you:

\*Please note, that relatives of the applicant may not provide the mandatory reference, only as a second additional reference will be accepted.

Reference signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use:**

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

Verified by International Partner/Overseas Representative: \_\_\_\_\_ Date: \_\_\_\_\_



**APA10: Character Reference**

**All references must be translated into English and submitted with original attached.**

To the reference: \_\_\_\_\_ (Au Pair name) is applying to LoPair Education to be an Au Pair in China. 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.

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:  
\_\_\_\_\_  
\_\_\_\_\_

4. Please list the applicant's strength and weakness:  
\_\_\_\_\_  
\_\_\_\_\_

5. Please rate the applicant's ability in the following areas:

Communication skills	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
Reliability	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
Maturity	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
Friendliness	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
Manners	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
Attitude	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
Ability to handle stress	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
Ability to handle emergencies	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor
Ability to work well with others	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor

6. Please feel free to add any additional comment:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference name:	Telephone:
Email address:	Mailing address:
Do you speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No	May host families contact you? <input type="checkbox"/> Yes <input type="checkbox"/> No
*Are you related to the applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No	Best time to reach you:

\*Please note, that relatives of the applicant may not provide the mandatory reference, only as a second additional reference will be accepted.

Reference signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use:**

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

Verified by International Partner/Overseas Representative:

Date:

### **APA15: Declaration of English Translation**

*For applicants from non-native English speaking origins only*

I hereby assert that all the documents\* translated into English by me and that I give to LoPair Education are in accordance with the original form in my native language.

I understand that if it is found that the translations are not the same as the original, my application will be invalid and I will be liable for any consequences including but not limited to having to forfeit my Completion Bonus and returning to my home country at my own expenses.

*\*The documents include but not limited to: Non-Criminal Certification, Medical Report Form, Education Certificate, Childcare Reference, Character Reference, and Copy of First Aid/Childcare/Artistic Talents Certificate.*

Name (printed):

Signature:

Date:

**For Office Use:**

My signature confirms that I have verified the accuracy of the translation of all documents.

Verified by International Partner/Overseas Representative:

Date: