

FICHE D'INSCRIPTION AU PAIR EN CHINE

Photo souriante

*Ce formulaire est destiné à votre famille d'accueil.
Veuillez le remplir à l'encre noire et en ANGLAIS.*

DISPONIBILITE – AVAILABILITY

A quelle date pourriez-vous arriver au plus tôt ? *Earliest date you could arrive?*

A quelle date pourriez-vous arriver au plus tard ? *Latest date you could arrive?*

N.B. Minimum de 2 mois entre les 2 dates ! / Minimum of 2 months between 2 dates!

Durée de placement? *Length of stay?* 3 months 6 months 9 months 12 months

DETAILS PERSONNELS – PERSONNAL DETAILS

Nom de famille <i>Surname</i>		Prénom <i>First Name</i>	
Date et lieu de naissance <i>date and place of birth</i>			Age
Nationalité <i>Nationality</i>		Votre profession <i>your occupation</i>	
N° de Tel. <i>Phone</i> : +33(0)		N° de mobile <i>mobile</i> : +33(0)	
E mail E mail confirmation : Skype ID :		Passeport n°	
Disponibilités téléphonique/ <i>Best time to call</i> :			
Adresse <i>address</i> Postcode:		Ville <i>City</i>	
Emergency contact information: Name and relation:			
Religion (facultatif)	Accepteriez-vous de vivre chez une famille de religion ou de race différente ? <i>Would you agree to live with a family of another religion or race?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO		

EXPERIENCE

Vous êtes-vous déjà occupé de bébé ? Have you ever be in charge of a baby ? YES NO
Accepteriez-vous de vous occuper d'un bébé ? Would you accept to take care of baby ? YES NO

	Expérience	Préférence
9 mois – 2 ans : 9 months – 2 years	<input type="checkbox"/>	<input type="checkbox"/>
2 ans – 6 ans : 2 years – 6 years	<input type="checkbox"/>	<input type="checkbox"/>
6 ans – 10 ans : 6 years – 10 years	<input type="checkbox"/>	<input type="checkbox"/>
+ de 10 ans : more than 10 years	<input type="checkbox"/>	<input type="checkbox"/>
enfants handicapés : children with disabilities :	<input type="checkbox"/>	<input type="checkbox"/>

Décrivez votre expérience avec les enfants. Describe your experience in looking after children.

Avez-vous déjà été au-pair ? Have you ever been au pair ? YES NO
Où et quand ? Where and when ?

Avez-vous des diplômes de garde d'enfants, lesquels ? Do you have any chidcare diploma ?

Avez-vous brevet de premiers secours ? Do you have a first aid diploma ? YES NO

Quelles activités ménagères vous sont familières ? What experience do you have with domestic work ?

Cuisine <i>cooking</i> <input type="checkbox"/>	Rangements <i>cleaning up</i> <input type="checkbox"/>	Laver le linge <i>laundry</i> <input type="checkbox"/>
Repassage <i>ironing</i> <input type="checkbox"/>	Aspirateur <i>vacuuming</i> <input type="checkbox"/>	Laver la vaisselle <i>dishes</i> <input type="checkbox"/>

EDUCATION

Connaissances linguistiques : <i>language knowledge</i>						Combien d'années avez-vous étudié cette langue ? <i>how many years have you studied this language ?</i>
Excellente <i>Excellent</i>	Bonne <i>upper-intermediate</i>	Moyenne <i>intermediate</i>	Passable <i>pre-intermediate</i>	Faible <i>poor</i>		
Anglais <i>English</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chinois <i>Chinese</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Autres..... <i>Others</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Niveau de chinois : <i>Chinese level</i>						
<300 vocabs <input type="checkbox"/> <800 vocabs <input type="checkbox"/> <1500 vocabs <input type="checkbox"/> <2500 vocabs <input type="checkbox"/> <3500 vocabs <input type="checkbox"/>						
Diplômes obtenus et dates ? <i>Degrees and dates</i>						

DIVERS – MISCELLANEOUS.

Accepteriez-vous une famille vivant à / dans : <i>Would you accept a family living in</i> La ville <i>city</i> <input type="checkbox"/> la banlieue <i>suburb</i> <input type="checkbox"/> une petite ville <i>small town</i> <input type="checkbox"/> la campagne <i>countryside</i> <input type="checkbox"/>
Accepteriez-vous de vivre avec une famille monoparentale ? <i>Would you accept to live with a single parent ?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Avez-vous le permis de conduire ? <i>Do you have your driving licence ?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO Date d'obtention <i>Since when ?</i> A quelle fréquence conduisez-vous ? <i>How often do you drive ?</i> Chaque jour <i>everyday</i> <input type="checkbox"/> 2/3 jours par semaine <i>2/3 days a week</i> <input type="checkbox"/> 1 fois par mois <i>once a month</i> <input type="checkbox"/> moins <i>less</i> <input type="checkbox"/>
Acceptez-vous de conduire dans le pays choisi ? <i>Are you willing to drive in the chosen country ?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Fumez-vous ? <i>Do you smoke ?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO Combien de cigarettes par jour ? <i>How many cigarettes a day ?</i> Si vous fumez joignez une lettre certifiant que vous ne fumerez pas dans la maison de votre famille d'accueil, ni en présence des enfants.
Souffrez-vous d'allergie(s), laquelle ? <i>Do you suffer from any allergy, which one ?</i> Souffrez-vous d'une maladie chronique, laquelle ? <i>Do you suffer from any chronic illness, which one ?</i>
Aimez-vous les animaux ? <i>Do you like pets ?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO Pourriez-vous vous occuper d'animaux domestiques ? <i>Would you care for pets ?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Etes vous végétarien(ne) ? <i>Are you a vegetarian ?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
Autres informations : <i>other informations</i>
Comment nous avez-vous connus ? <i>How did you get to know us ?</i>

Les frais d'adhésion et de cotisation sont à régler à l'inscription avec le dossier complet
Frais d'adhésion : 90 euros
Frais de cotisation : 350 euros

IMPORTANT : Europair Services ne peut être tenu responsable des accidents, pertes, dommages, plaintes ou dépenses particulières en relation le séjour des participants. Le chèque de cotisation doit être joint au dossier, mais ne sera encaissé que lors de la confirmation de votre placement. En cas de non placement durant la période de disponibilité indiquée, les frais de cotisation seront intégralement remboursés. En cas d'annulation de votre part, les frais d'adhésion et de cotisation resteront acquis à l'agence et ne seront pas remboursés.

Je m'engage à respecter ces conditions, et certifie que les renseignements ci-dessus sont exacts.

Lu et approuvé

Date :

Signature

ACCORD AU PAIR

International Au Pair Association

Je soussignée certifie avoir pris connaissance de tous les documents fournis par l'association EUROPAIR SERVICES et remplir tous les critères exigés.

J'ai bien compris que le programme au pair est un échange culturel et non un contrat de travail, qu'être au pair demande un niveau élevé de responsabilité et de flexibilité. J'ai conscience que je devrai m'acquitter des tâches demandées par la famille d'accueil du mieux possible.

Je certifie que j'ai répondu à toutes les questions en toute honnêteté et que toutes les informations fournies dans mon dossier sont vraies.

Après confirmation de mon placement je m'engage à rester en contact avec ma famille d'accueil et à la tenir informée des modalités de mon voyage.

Je m'engage à m'occuper, le cas échéant, de toutes les démarches nécessaires à l'obtention d'un passeport et d'un visa.

Sauf si spécifié autrement dans le texte du programme, je m'engage à régler tous les frais relatifs à un cours de langue, à mes trajets aller et retour, à mes frais de téléphone et à me munir de suffisamment d'argent de poche pour régler les frais imprévus.

Je connais toutes les conditions du programme au pair et m'engage à les respecter, particulièrement en ce qui concerne le nombre d'heures de travail et leur répartition, les tâches à effectuer, l'argent de poche, le temps libre, les vacances, les cours de langue, les frais de transport et les assurances.

Une fois dans le pays d'accueil je me mettrai d'accord avec ma famille sur les tâches que j'aurai à effectuer, mes droits et ceux de ma famille.

Je m'engage à assumer mes responsabilités vis-à-vis des enfants de ma famille d'accueil, à assurer les tâches ménagères courantes qui me seront demandées et à tenir ma chambre propre et en ordre.

Je m'engage à me conduire correctement au sein de ma famille d'accueil et à respecter leurs règles de vie notamment en ce qui concerne l'usage du téléphone et autres facilités de la maison, les visites d'amis et les sorties nocturnes, l'interdiction éventuelle de fumer.

Je m'engage à faire les efforts nécessaires pour m'intégrer à la vie familiale, à discuter ouvertement des problèmes éventuels afin de trouver ensemble une solution équitable. Je m'engage à respecter l'avis des parents au sujet de la discipline à imposer aux enfants. Je comprends que je ne dois jamais laisser les enfants seuls lorsqu'ils sont sous ma responsabilité et que je ne dois ni les punir, ni les battre.

Je m'engage à régler avec ma famille d'accueil toutes les modalités de mes vacances bien avant de les prendre.

Je m'engage à faire les efforts nécessaires pour connaître la culture du pays d'accueil et pour en apprendre la langue, à respecter les différences et à me montrer tolérante.

J'ai parfaitement compris que le succès de mon séjour au pair dépendra pour une grande partie de mon attitude et de ma participation. Toutefois en cas de problème insoluble avec ma famille d'accueil je m'engage à prendre contact sans tarder avec le bureau correspondant de l'association EUROPAIR SERVICES dans le pays d'accueil, pour assistance.

Si aucune solution n'est trouvée et que je décide de quitter ma famille d'accueil je m'engage à lui donner un préavis de 2 semaines. Pendant cette période je m'engage à continuer d'exécuter mes tâches correctement. En contrepartie je continuerai à recevoir mon argent de poche, à être nourrie et logée.

Tout manquement de ma part peut provoquer mon renvoi, notamment en cas de :

non-respect des règles du programme au pair
non-respect des règles de vie de la famille
communication d'informations erronées dans mon dossier d'inscription
début du séjour sans confirmation officielle de placement par l'organisme dans mon pays d'origine ou sans visa en règle (le cas échéant)
responsabilité reconnue de problèmes avec la famille d'accueil
non-respect des lois du pays d'accueil.

Je m'engage à n'accepter aucun emploi rémunéré en dehors de ma fonction de stagiaire au pair. Le cas échéant j'accepte de quitter le pays d'accueil avant expiration de mon visa.

Je m'engage à informer l'association EUROPAIR SERVICES de tout changement relatif aux informations fournies dans mon dossier.

DATE : SIGNATURE :

RECAPITULATIF

Je soussigné(e).....certifie avoir pris connaissance de tous les documents fournis par l'association EUROPAIR SERVICES et remplir tous les critères exigés.

Je certifie que j'ai répondu à toutes les questions en toute honnêteté et que toutes les informations fournies dans mon dossier sont vraies.

Je vous adresse mon dossier complet et m'engage à informer l'association EUROPAIR SERVICES de tout changement relatif aux informations fournies dans mon dossier.

IMPORTANT :

Europair Services ne peut être tenu responsable des accidents, pertes, dommages, plaintes ou dépenses particulières en relation le séjour des participants.

Le chèque de cotisation doit être joint au dossier, mais ne sera encaissé que lors de la confirmation de votre placement. En cas de non placement durant la période de disponibilité indiquée, les frais de cotisation seront intégralement remboursés. En cas d'annulation de votre part, l'adhésion et la cotisation ne seront pas remboursés.

Date :

Signature :

CONSTITUTION DU DOSSIER

Retournez nous, au minimum 2 mois avant la date de départ souhaitée, le dossier suivant :

- ✓ La **fiche d'inscription Europair Services**, complétée en anglais et bien lisible.
- ✓ La **fiche d'inscription « Application Form »**, complétée en anglais et bien lisible.
- ✓ La **lettre de présentation** très détaillée, en anglais. Précisez vos motivations, vos expériences de garde d'enfants, votre personnalité, vos loisirs, pourquoi vous avez choisi ce pays...
- ✓ **2 références de garde d'enfants** hors cercle familial
(« Childcare reference »)
- ✓ **1 référence de moralité** (« Character reference ») remplie par un employeur, ami de la famille ou bien un professeur.
Les référents peuvent remplir les formulaires en français, auquel cas il faut réimprimer le formulaire et nous joindre l'original et la traduction.
- ✓ **L'accord « Au Pair Agreement »**
- ✓ Le « **Medical Report Form** » à faire remplir par votre médecin (doit être récent de moins de 3 mois).
- ✓ **2 photos d'identité souriantes** (écrire votre nom au dos) + des photos de vous, votre famille, des enfants que vous avez gardé (présentation soignée sur feuille blanche et légendes en anglais).
- ✓ Un **extrait de casier judiciaire** (bulletin n°3). En faire la demande par Internet : www.cin.justice.gouv.fr/b3/
- ✓ **Photocopie de votre dernier diplôme obtenu, et photocopie couleur de votre passeport**
- ✓ **OPTIONNEL : Une vidéo de présentation** en anglais avec quelques mots en chinois si possible
- ✓ Tout document que vous jugez utile et intéressant comme la copie du BAFA, du diplôme de secourisme, etc.
- ✓ **Deux chèques de paiement à l'ordre d'Europair Services** (Frais d'adhésion de 90 euros, frais de placement de 350 euros).

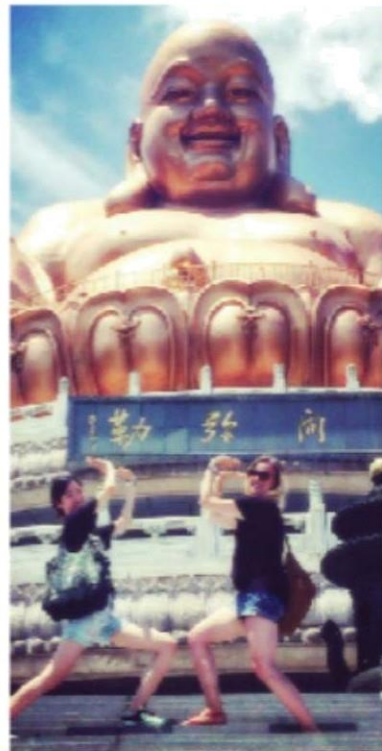
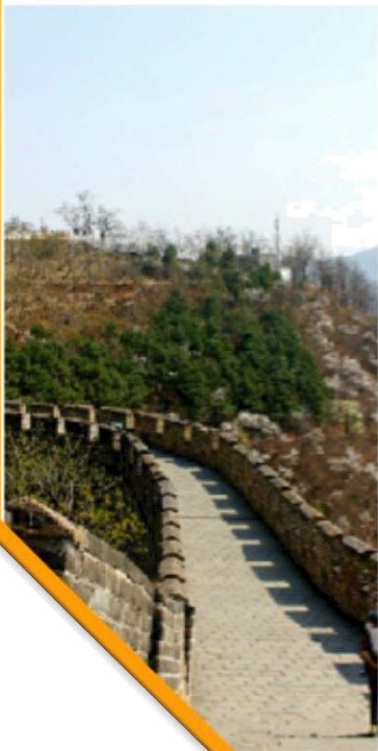
A NOTER : Nous vous demandons de nous faire parvenir deux chèques, l'un de 90 Euros qui correspond aux frais d'adhésion, non remboursable, et encaissé lors du dépôt de votre dossier, l'autre de 350 Euros qui sera encaissé lors de votre placement dans la famille d'accueil. En cas d'annulation de votre part, les frais d'adhésion et de cotisation (440 euros) resteront acquis à l'agence et ne seront pas remboursés.

Merci de ne pas nous adresser de dossiers incomplets ou ne répondant pas aux conditions énumérées. 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.



Au Pair in China

Before You
apply





Dear future applicant,
This document will give you both an overview and a taste of the life-changing experience that is waiting for you as an Au Pair in China.

A LITTLE BIT ABOUT CHINA!

China is a wonderful and diverse country. Embarking on the amazing journey as an Au Pair in China will lead you to experience the modernity of the fourth largest country in the world as well as its deeply rooted history and fascinating traditions.



PLACEMENT DESTINATIONS

Modern cities like Beijing, Shanghai and Guangzhou are the main destinations of the program. They are full of interesting sites and offer endless opportunities for entertainment. Hangzhou is the first stop where Au Pairs start their journey. The beautiful view of the West Lake and its scenic sites are among many of the most impressive and warm ways China has to welcome you. Although you will be placed in one city, the opportunity to get away, explore new places and a different way of living is truly on offer.



FOOD

Real Chinese food is nothing like you believe you might be used to... and that's a good thing! Dishes are indeed delicious, and if you're adventurous enough you'll be able to explore a whole new world of different tastes and flavours. Chinese people are very welcoming and sharing food is one of the

ways of showing their hospitality. That's what you can expect to experience when living with a host family in China, together with the fantastic opportunity to enjoy their authentic cuisine. As a saying in China suggests: 'Don't ask, just eat!' You will not be disappointed!

And if you're asking yourself what the options are for vegetarians in China, fear not! Chinese cuisine has a wide variety of food and, although not numerous, there will also be vegetarian restaurants if you want to go for a safer option.



LANGUAGE

Mandarin Chinese, the official language of the People's Republic of China, is a tough one to learn. Everything, from pronunciation, to grammar, to writing is different from Western languages. Moreover, not a lot of people in China have a good level of English, your host family included. It will take some effort to start putting the first few words together, but there's nothing to worry about! The program does not ask for any Chinese skills prerequisites, instead it focuses on its educational component. It will guide you through learning with 24 hours of Mandarin classes delivered by experienced teachers and TESOL Mentors and cultural courses on a monthly basis.

ABOUT THE PROGRAM

Being an Au Pair in China will be a brand new experience for you! And it will definitely not be comparable to any other experience you might have had as an Au Pair in another country.

WHAT DOES IT MEAN TO BE AN AU PAIR IN CHINA?

Chinese Host Families are happy to welcome you as an Au Pair in their house and will make anything they can for you to feel at home. Your role as an Au Pair in your Host Family will mainly be that of an **educator** and a **language partner** for the children (and sometimes for adult members of the family as well!). At the same time you will enjoy the unique benefits of such a mutual exchange by bringing your own culture to their homes.



REQUIREMENTS FOR AU PAIRS

Whereas being an Au Pair in North America or a European country would require you to have a lot of experience in child and sometimes baby care, this is not the case in China.

First of all an excellent knowledge of the English language as you will be involved in English tutoring. Chinese families really attach a great importance to the teaching element as they believe English is an essential part of their children's education. The way you're expected to carry out such a teaching will mostly be based on an enthusiastic play-based environment.



Secondly, the figure of an Au Pair is also that of an educator. The host family welcomes an Au Pair as the older brother or sister who will be a positive example to their children. For instance, you could have the opportunity of playing instruments with the children, pass on your hobbies or perhaps sports habits. All this will require interactivity, flexibility and a great amount of consideration as you will have to be a good model for the children.

BENEFITS FOR AU PAIRS

The length of the programs can vary from 3/6 month and 9/12 months available via extensions. Your duties will usually go up to 30 hours a week for childcare and related. You will have plenty of opportunities to go out there and explore on your own during your off-work time.

To make your stay more comfortable, you will be offered free room and board, round way international air tickets & insurance pack.



1000 RMB = 59 

You will also benefit from a pocket money of 1000 RMB a month plus completion bonus for 6+ month programs of 2000 RMB.

To support you make the most out of your experience in China, there will be a 3-day arrival orientation which includes the city tour of Hangzhou and a Welcome Dinner and informative sessions such as *Live with a Chinese Family* and *Cultural Shock and TESOL*. You will also enjoy the chance to learn as much as you can and integrate with this new world through Mandarin classes, Chinese cultural courses and the opportunity to network with Local Coordinators!

SUPPORT YOU WILL RECEIVE BY LOCAL STAFF

Local staff will be ready to assist you and give you all the help you need to settle down in your new environment. To ensure au pairs' safety and well-being, the program implements a service system which consists of program service manager, local coordinator and numerous advisors (education advisor, TESOL advisor etc.) who are there to help you in different circumstances. You will also have the opportunity to see and talk to your Local Coordinator often, sometimes on a weekly basis. For any emergency, a 24/7 phone service is active.

ABOUT CHINESE HOST FAMILIES

Every family is different and has its own rules, rhythms and habits. But generally, an Au Pair will be treated as a member of that family and will also be expected to act as one.

TRADITIONAL CHINESE FAMILY STRUCTURE AND HIERARCHY

One aspect of life in China which is rooted in tradition is family structure and hierarchy. Compared to foreign cultures, Chinese families place a lot of importance on everybody's role in the family, and each member is expected to act accordingly. Generally, in Chinese families, many people are involved in a child's upbringing for example grandparents, relatives, tutors, nannies. Grandparents particularly hold an important role in the family hierarchy and have a lot to say about family schedules and household management. Therefore as an Au Pair, you may find yourself dealing with these figures on a daily basis.



ONE CHILD POLICY



Host families usually have 1.6 kids on average. So, in general, you will find yourself caring for two children as, in China, couples are not allowed to have more than two. This is because of the "one-child policy" which has been applied in China for more than 30 years and has had some effects not only on numbers, but also on families and society as a whole. In October 2015, the policy has been modified and now allows couples to have two children, but still a lot of efforts and importance are placed on every single child to succeed. This is where your role of an Au Pair will have a significant impact in that child's future prospects.

CHILD EDUCATION AND THE ROLE OF ENGLISH LANGUAGE

Education plays a very important role in today's China. Academic excellence is stressed since a very young age, and a lot of families don't think twice before spending a lot of their extra money and time on their children's formal education. Your role as an Au Pair again will also be that of giving your host children a "competitive advantage" over others by advancing their English language skills and exposing them to a foreign culture. For this reason, your family will be very unlikely to strictly count your working hours and will generally consider you as being part of the family, not as an employee with a fixed work schedule.

FINAL NOTES

Being an Au Pair in China will definitely be one of the most precious and enriching experiences you'll ever have. All you need is approaching this program with an open mind and an enthusiastic attitude to adapt to other cultures. If you allow yourself the chance to explore, understand and really experience Chinese culture, you'll be able to make the most out of it.

We look forward to welcoming you aboard this amazing experience!





APPLICATION PACKAGE

For 2020 Arrivals

LoPair Education
Room 609, Yinzun Building, Zunbao Mansion
No.89 Chengxing Road
Hangzhou, China 310020
T +86 571 8893 2850
F +86 571 8779 7200
E info@lopair.com
W www.lopair.com

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 industry and information requested by LoPair 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
<i>Application Documents</i>			
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
APA16	Photos from daily life	Au Pair	
APA17	Self-introductory Video	Au Pair	
<i>Supplementary Application Documents</i>			
APA18	Copy of TEFL / First Aid / Childcare / Artistic Talents Certificates	Au Pair	
Other documents that the candidate feels may support application			

*IP/OR: International Partner or Overseas Representative

When creating or scanning documents, please name new files like this: LastNameFirstName_ChildcareReference.

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 certificate issued from your 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 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 nice profile picture (for your cover page that is presented to potential families) and 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. 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 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 Visa Invitation documents and its International Partner / Overseas Representatives will assist you in preparing your visa application. You will be required to pay Program Fee & Airfare Add-on before getting your international flight tickets.

We look forward to receiving your completed application!

APA03: Guidelines for Au Pairs

The following points may assist you in settling 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 very 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 problems 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 likely to be compensated for a less-burdened day/week on another, your host family will appreciate this kind of flexibility.
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 in advance 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 house belongings in a way that you would treat your 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. Never ever leave your host children unattended!
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.
17. Be a good role model. Remember host children regard you as a big sister/brother that they can always look up to and learn from, and the host parents expect the very same way.

Pocket Money and Personal Expenses

18. 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).
19. 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.
20. 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

21. 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!
22. Should you have any problem during your stay, you are always welcome to discuss them with your assigned Local Coordinator and Placement Manager after your direct communication attempts have failed. LoPair staff will be happy to resolve conflicts or personal issues for you in order to make your stay easier.

Au Pair Applicant Signature

Date

Page

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"/> 9 weeks	<input type="checkbox"/> 90 Days	<input type="checkbox"/> 180 Days
Will you consider an extension?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, how long for?	<input type="checkbox"/> 90-Day Extension	<input type="checkbox"/> 180-Day Extension	<input type="checkbox"/> Other
Earliest arrival date:	Day:	Month:	Year:
Latest arrival date:	Day:	Month:	Year:
Latest return 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:			
Height and Weight:			
Current Status:	<input type="checkbox"/> Studying	<input type="checkbox"/> Working	<input type="checkbox"/> Other
	Other:		
Current Living Country:			
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:
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	
		<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:	
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
Parent 1				
Parent 2				
If you have any siblings, list their names and ages below:				
Who do you presently live with?				

IV. Education & Employment History

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:

V. Hobbies & Interests

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

Describe your hobbies/interests a bit further or list any other hobbies not listed above:

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"/> CPR
	<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
---	--

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 :

**Babysitting your little brothers/sisters (sibling care)* **Volunteer at a childcare center or kindergarten*
**Babysitting other relatives* **Babysitting for neighbors*
**Au Pair* **Daycare* **Youth Group*
**Nanny* **Coaching sports for kids* **Tutoring* **Volunteer*

Type of childcare	Ages/gender of children	Hours provided	Time started/ended	Reference contact

Please describe your responsibility and activities with children:

	2-6 years	6-12 years	12years and above	Two or more Children at a time
Practical Experience with	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Prefer to take care of	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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 own expenses. 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 China Au Pair Association and International Au Pair Association.

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

APA05: Au Pair Agreement 2020

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 program for _____ 9 weeks 90 days 180 days, 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 according to the Au Pair Checklist. 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 days off per week, one full weekend (a consecutive 48 hours) off per month (full weekend off replaces the 1.5 days off in the said week), and 3 paid days off as vacation per 3 months to be taken at a time mutually agreed upon with my Family. I understand that duty hours, off-days and vacation amount are subject to changes according to CAPA regulations during my program period.
6. I understand that language tutoring and childcare are of primary importance at my Host Family 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 Host Family Au Pair Agreement is only considered cancelled upon my host family and I signing the Match Closure Worksheet. I further understand that a two-week notice and Grace Period must be respected and observed, during which I shall continue to perform my au pair duties and to receive room, board and pocket money. If a replacement is found for me, I understand that this may involve moving to a different area/city; if I am not able to place with another Host Family, I will have to leave the program, forfeit my Completion Bonus if any, and return to my home country at my own expenses.

Au Pair Initials _____ **Date** _____ **Page 1**

11. I understand that the cost of the program constitutes a fee to a LoPair International Partner in my own country. I understand the Program fee cannot be refunded once the air ticket is issued.

Program fee* for departures from:

- ✓ Zone1 (England, Ireland, Oceania): 400 USD
- ✓ Zone2 (Europe, North/Central America, South Africa): 500 USD
- ✓ Zone3 (Mexico): 600 USD

Program Fee amounts are intended for Au Pair arrivals and extensions in calendar year 2019 only.

12. I agree my monthly pocket money will be 1,500 RMB per month. The pocket money is issued by the Host Family to compensate my living expenses in China. I understand that pocket money amount is subject to changes according to CAPA regulations during my program period.

13. I accept total responsibility of my own expenses, including but not limited to, food and beverage that is only desired by me, 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.

14. 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.

15. I shall familiarize myself with all visa requirements. I shall obtain all necessary application documents prior to departure and shall not enter my host country without a proper visa (if required). 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.

16. I understand that the visas issued for Au Pair China program 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 immediately. In such case, I am required to leave China at my own expense and before my visa expires. I will also forfeit all LoPair participants' benefits including but not limited to my Completion Certificate and Bonus.

17. 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 in the Family according to the Entry and Exit Administration (EEA). 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.

18. 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.

19. I understand that LoPair Education and/or its domestic/international Partners issues my Visa Application Documents and provides guidance. These can be Visa Invitation Letter, guidance on how to prepare my visa application etc. If I do not obey regulations and laws in China, or if I leave my Host Family without the approval of LoPair, LoPair Education reserves the right to withdraw the Visa Invitation and that my case details will be turned over to EEA for deportation proceedings.

Au Pair Initials _____ Date _____ Page 2

20. I understand that I will receive Mandarin Classes up to 60 class hours for 3-month placements, 120 class hours for 6-month placements and one Chinese Cultural Course per month, and that class settings, times and schedules are subject to changes according to each placement city’s affiliated language schools and/or mandarin tutors. 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 sets a minimum standard of attendance at 75% of all educational courses, by which to judge my successful program completion.
21. I understand that I may receive Completion Certificate and 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 certificate and 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 Certificate and 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 courses 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.
22. I understand that if I leave the program for any reason before completing my committed program duration or the extension period in accordance with the Au Pair Agreement or the Extension Agreement with my Family, I will have to pay compensation towards LoPair according to its Early Return Policy and return to my home country at my own expenses. If I ask to leave the program within the first two weeks upon arriving at my host family, I will return any pocket money the family has offered.
23. 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 signing a Host Family Au Pair Agreement or a proper visa
 - I administer corporal punishment to a child or leave a child unattended
 - I am responsible for repeated problems with several (two or more) host families
 - I leave my host family without notice to the family and approval from LoPair Education
 - I disobey laws / regulations of China or host city/region or IAPA or CAPA
24. 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.
25. 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.
26. 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.

Applicant Signature

Date

Applicant Print Name

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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)
Gender (性别)	Passport number (护照号)
Height (身高)	Weight (体重)
Home Address (家庭住址)	
Emergency Contact Information, please include name, relationship to applicant, mailing address, email, phone number (紧急情况联系人信息)	
For the duration that you plan to au pair in China, are you covered by any insurance other than that provided by LoPair (有无除乐培提供的其他保险) : <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) :	
Do you have any pre-existing medical conditions, disabilities or 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 using extra paper if required (如果有, 请解释) :	

I confirm that I have disclosed all pre-existing health conditions and recognise that Lopair hold no responsibility towards the cost of health care or early return home in the case of illness.

Applicant Signature _____ Date _____

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 important that we are advised of all physical/mental health issues that may have a bearing on the Applicant's ability to participate. (注明任何可能会妨碍申请人在华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	
other immunized items if any (其他)			

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
HIV (艾滋病毒)	<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. 我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。

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 know the applicant (as employer, neighbor etc.)? For how long have you known the applicant?

2. 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.)

3. What kind of activities does the applicant usually do with children?

4. Would you recommend this applicant as an Au Pair in China? Why?

5. 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: _____

<p>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: _____</p>

APA10: Character Reference

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

To the reference: _____ (applicant's 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 know the applicant? (Employer, neighbor etc.) For how long have you known the applicant?

2. Please describe the applicant's personality:

3. Please list the applicant's strength and weakness:

4. 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

5. 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:

*Note: 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* were 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 Certificate and 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:

Merci de bien vouloir lire, compléter et signer ce formulaire.

Sans ce document signé, nous ne pourrions pas traiter votre demande ou votre dossier.

Nous mettons à jour notre politique de confidentialité pour être en conformité avec le Règlement sur la Protection des Données entré en vigueur le 25 mai 2018 (RGPD)

En quoi consiste le RGPD ?

Le Règlement Général sur la Protection des Données (RGPD) du 27 avril 2016, applicable à compter du 25 mai 2018, renforce les droits des citoyens concernant l'usage que toutes les entreprises européennes (ou qui ont une activité en Europe) y compris les associations comme la nôtre font de leurs données personnelles :

1. INTRODUCTION

La présente politique de confidentialité a pour objet de vous informer sur la manière dont l'Association Europair Services est amenée à traiter des données à caractère personnel lorsque vous devenez adhérent mais également lorsque vous naviguez sur notre site internet ou entrez en contact avec nous par tout moyen de communication de votre choix.

2. POURQUOI TRAITONS-NOUS VOS DONNEES A CARACTERE PERSONNEL ?

A. Afin de répondre à vos question

Lorsque vous nous contactez pour nous demander des renseignements, que ce soit par téléphone, par email, via notre site internet ou tout autre outil informatique, en remplissant les formulaires mis à votre disposition ou par l'intermédiaire des réseaux sociaux, nous traitons les données à caractère personnel que vous consentez à nous communiquer dans ce cadre afin de répondre au mieux à votre demande. Dans ce cadre, nous serons amenés à traiter vos nom et prénom, vos coordonnées, votre correspondance avec nous quelle que soit sa forme (papier, électronique, chat, téléphone), vos questions ainsi que toutes les autres données qui pourraient être nécessaires pour vous répondre.

B. Aux fins de la conclusion, de l'exécution d'un contrat et de la gestion des adhérents

Lorsque vous adhérez à l'Association Europair Services, nous vous demandons un certain nombre d'informations à caractère personnel. Ces informations sont nécessaires pour la conclusion et l'exécution du contrat ainsi que pour le suivi et la gestion de la relation adhérents dont notamment le traitement de votre demande, l'encaissement des cotisations, la gestion des réclamations, le suivi de votre dossier, le règlement des litiges et la médiation, et de manière générale toute opération nécessaire à la gestion de votre contrat et de ses suites.

Dans ce cadre, nous traitons les données concernant :

- Votre identité : civilité, nom, prénoms, profession, nombre d'enfants, noms et âges, appartenance religieuse, critères personnels... (Liste non exhaustive)
- Vos coordonnées : adresse postale, adresse électronique, numéro de téléphone (fixe et/ou mobile)
- Vos moyens de paiement : numéro de chèque, adresse figurant sur les chèques... en cas de paiement par carte bancaire, les données nécessaires à la réalisation du paiement.
- Les données issues des correspondances que vous nous adressez dans le cadre de l'exécution du contrat quelle que soit leur forme, et de manière générale toute donnée ressortant de nos échanges et contacts, par quelque moyen que ce soit.

C. Aux fins d'utilisation de nos sites internet ou nos applications

Lorsque vous naviguez sur notre site internet ou applications, nous collectons des données techniques afin de vous faire bénéficier des fonctions de ceux-ci. Ces données techniques sont nécessaires pour le bon fonctionnement des sites ou applications mis à votre disposition.

Cela nous permet également de gérer et d'améliorer leur performance.

Ainsi, lorsque vous entrez des données sur notre site internet, nous traitons ces données afin de vous communiquer les informations ou de vous faire bénéficier des fonctions demandées, mais également pour vous permettre de sauvegarder vos préférences de navigation.

D. Afin de nous contacter par l'intermédiaire des médias et réseaux sociaux

L'Association Europair Services possède des pages sur les plateformes de réseaux et médias sociaux tels que Facebook et Instagram. Lorsque vous nous contactez par le biais de ces médias sociaux, nous traitons vos données à caractère personnel afin de répondre à vos questions et à vos messages.

Les données traitées vous concernant dans ce cadre sont : le canal de communication que vous avez choisi d'utiliser afin de prendre contact avec nous ainsi que les données à caractère personnel que vous nous communiquez. Il peut s'agir notamment de votre nom d'utilisateur, de vos adresses postales et électroniques ainsi que des données à caractère personnel que vous intégrez à votre message.

3. COMBIEN DE TEMPS CONSERVONS-NOUS VOS DONNEES A CARACTERE PERSONNEL ?

Les données de vos dossiers sont conservées au maximum 3 ans après la fin de votre adhésion à l'Association Europair Services. Vous bénéficiez d'un droit d'accès, de rectification, d'effacement de vos données ou de limitation du traitement de celles-ci. Les bulletins d'adhésion, le contrat avec nos familles d'accueil ainsi que le présent document sont conservés pour une durée illimitée.

4. QUI A ACCES A VOS DONNEES A CARACTERE PERSONNEL ?

Les données que nous collectons dans le cadre des objectifs décrits à l'article 2 de la présente politique sont destinées aux services interne de l'Association Europair Services ainsi qu'à nos partenaires étrangers (Agences au pair, agences jobs et stages, écoles internationales...) auxquels l'Association Europair Services fait appel pour l'exécution de votre demande.

L'Association Europair Services prend les mesures nécessaires, d'ordre contractuel, technique et organisationnel, afin que vos données soient traitées dans la mesure strictement nécessaire à l'exécution de la prestation et dans le respect de la loi applicable.

Si, pour les besoins de l'exécution de la prestation, vos données devaient être transférées dans un pays hors de l'Union Européenne et ne bénéficiant pas d'une décision d'adéquation, nous prendrons les mesures nécessaires pour que vos données soient toujours protégées de manière appropriée, en concluant avec les destinataires des données des contrats intégrant les clauses contractuelles types prescrites par l'Union Européenne.

Nous vous informons également que nous pourrions être amenés à transmettre vos données aux autorités administratives ou judiciaires compétentes, à leur demande, si la réglementation en vigueur l'exige.

5. COMMENT VOS DONNEES A CARACTERE PERSONNEL SONT-ELLES SECURISEES ?

Nous prenons les précautions appropriées afin d'assurer la confidentialité et la sécurité de vos données à caractère personnel, à savoir des mesures techniques, physiques et organisationnelles destinées à les protéger contre les destructions accidentelles ou illicites, les pertes accidentelles, les dommages, les modifications, les divulgations ou accès non autorisés ainsi que contre les autres formes de traitement illicite (y compris, notamment, les collectes inutiles).

Les données utilisées ne seront jamais vendues, louées ou cédées et l'accès à celles-ci ne sera jamais donné à des tiers sans votre consentement préalable, à moins d'y être contraint en raison d'un motif légitime (demande judiciaire, lutte contre la fraude, obligation légale, ...).

6. POUVEZ-VOUS RETIRER VOTRE CONSENTEMENT ?

Vous avez la possibilité de retirer votre consentement au traitement de vos données à caractère personnel par l'Association Europair Services à tout moment. Le retrait de votre consentement n'aura pas d'effet rétroactif et ne sera possible que lorsque vous aurez au préalable donné votre consentement et si le traitement de vos données n'est pas nécessaire à l'exécution d'un contrat en cours.

7. COMMENT DEPOSER UNE RECLAMATION ?

Si vous souhaitez déposer une réclamation relative à l'utilisation de vos données à caractère personnel par l'Association Europair Services, nous vous invitons à nous contacter à l'adresse suivante : l'Association Europair Services, 17 rue de Buci, 75006 Paris, Tél : 01.43.29.80.01, Email: contact@europairservices.com .

J'autorise Europair Services à communiquer toutes les informations contenues dans mon dossier (y compris le certificat médical et les photos) à son partenaire local ainsi qu'à toute famille et candidat potentielle. J'autorise également Europair Services à utiliser les textes, photos ou tout autre document transmis par mes soins et/ou relatant mon expérience vécue et ce sans prétendre à aucune compensation. J'accepte que les informations et documents transmis par mes soins à Europair Services soient conservés durant au maximum 3 ans à compter de notre dernier contact.

J'accepte la politique de confidentialité et de traitement des données d'Europair Services librement consultable sur le site internet d'Europair Services et donne ainsi l'autorisation à Europair Services de transmettre les éléments de mon entier dossier à ses organismes partenaires, aux candidats au pair et aux familles d'accueil dans le cadre des démarches effectuées par elle, afin de me permettre d'accueillir une personne au pair/ de trouver une famille d'accueil.

Je suis informé(e) que conformément au Règlement Général de Protection des Données (RGPD), je dispose d'un droit d'accès, de retrait et de rectification aux informations qui me concernent en en faisant la demande par email à contact@europairservices.com . Je comprends également que je devrai supprimer définitivement toutes les informations transmises concernant les candidats/les familles avec lesquelles je n'aurais pas confirmé un placement.

Je soussigné(e) (Nom et Prénom) _____

Adresse mail : _____

Autorise l'Association Europair Services à utiliser mes données personnelles selon les termes et conditions de la déclaration de confidentialité citée supra.

Fait à _____ le _____

SIGNATURE :