Global Au Paír

Au Paír ín Kanada



Bewerbungsunterlagen

Global An Pair

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Au Pair in Canada - Application Checklist

Applying for an au pair position is just like applying for a job program abroad. The best profiles are chosen by the top families. Please ensure you complete all documents diligently. Use black print and write neat (but type where possible) and in English. You can use this list to check if you have all the documents we need.

 \int_{Γ}^{n} When you're sending your application please note that files can be no bigger than 2MB.

- □ Au Pair Registration form.
- "Dear Host Family" letter (please see sample letters at the end of the application forms).
- Photos If possible, use photos of you interacting with children (please see description at the end of the application forms).
- Min. 4 References:
 Childcare reference (at least 2 references). Use the forms attached all references checked!

Character reference (at least 2 references) can be from your teacher, tutor, (ex) employer, church official etc.

We cannot accept references from your family members and/or friends your own age.

- Medical certificate: no more than 3 months old. If my medical condition changes (including pregnancy), I understand that I am required to notify Global Au Pair and resubmit another Medical form prior to my arrival.
- Police check: you must apply for a police check in your own country.
- □ Copy of passport and/or driver's license get your international licence.
- □ Last school certificate
- □ First Aid certificate if you do not yet have this, start your training today (<u>http://www.firstaidforfree.com</u>)

BONUS MATERIAL

Families love these extras and finding a position with a family of your choice will be much quicker and easier with the following

- □ Make a Youtube video to introduce yourself; talk about your childcare experience, your hobbies, your interest in Australia etc.
- □ Handwritten personal letter or 'postcard to the kids'



Au Pair Registration form 2020

Availability						
Earliest start date	Late	Latest start date				
□ placement of 6 months	□ placement of 9 months	□ placements of 12 months				
Personal details						
□ Mr □ Miss						
First name	Surn	ame				
Address						
STATE	POST	CODE				
COUNTRY						
Date of birth	Place	e of birth				
Nationality	Pass	port number				
Telephone:	Mob	ile:				
E-mail:	Skyp	e:				

Family det	ails		
□ Father	Occupation		Age:
□ Mother	Occupation		Aco.
	Occupation		Age:
Brothers	How Many	Ages:	
□ Sisters	How Many	Ages:	

□ I do not authorise you to use extracts of my application for marketing purposes* * We only use first name and nationality in marketing material.



Children + Childcare experience

My childcare experienc	e summary		
Age groups			
□ 0-12 MONTHS □ 1-2 Y	EARS 3-5 YEARS	□ 6-8 YEARS □] 9+ YEARS
Child with special needs ((disabled) 🗆 YES 🗆 NO		
My skills:			
□ NAPPY CHANGING	LIGHT HOUSEWORK	PLAYING & READING	☐ HELP WITH HOMEWORK
□ CARING FOR SICK CHILD	BATH TIME	CHILD UNDER 2	
☐ FOOD SHOPPING	☐ SIMPLE COOKING	D POTTY TRAINING	□ BOTTLE FEED & PREPARATION
☐ HELP GETTING DRESSED	BED TIME/SPOON FEEDING	OUTINGS & EXCURSIC	DNS

My childcare e	experience in deta	il			
Number of Child	ren and ages	TASKS			
Duration:	□ 50-100 HOURS		□ 100-200 HOURS	200+ HOURS	
Number of Child	ren and ages	TASKS			
Duration:	□ 50-100 HOURS		□ 100-200 HOURS	200+ HOURS	
Number of Child	ren and ages	TASKS			
Duration:	□ 50-100 HOURS		□ 100-200 HOURS	200+ HOURS	
Number of Child	ren and ages	TASKS			
Duration:	□ 50-100 HOURS		□ 100-200 HOURS	200+ HOURS	



My other skills					
Can you swim?		□ YES	□ NO		
Do you have a First Aid C	Certificate?	□ yes	□ no	IN PROGRESS (first	aid for free, online training)
Do you have a CPR Certi	icate?	□ YES	□ NO		
My driving skills					
All candidates should pas driving lessons.	s their test prior to	o arrival.	All famili	es are expected to	arrange a couple of hours
I have had my driver's lic License to drive in Canad			_ and I	know I have to ap	oply for an International
My experience (Check all	that apply)				
□ 50-100 HOURS	□ 100-150 HOURS		□ 150-2	200 HOURS	□ 200+ HOURS
□ BY RAIN			🗆 ВҮ Н	EAVY WIND	
			🗆 SUBL	JRB	
How often do you drive?					
	SEVERAL TIMES	A WEEK	□ SEVE	RAL TIMES A MONTH	
My language skills:					
My native language				_	
English	D POOR		ICIENT		
French	POOR		ICIENT		
Other	D POOR		ICIENT		
My Independence					
Have you lived away fror	n home?			□ YES	□ NO
Have you ever spent time (e.g school exchange, langu		ay camp)		□ YES	□ NO
If yes, please explain					
		· · · · · · · · · · · ·			

My Household experience/skills						
LIGHT CLEANING						



My Hobbies / Leisure Skills

Explain your hobbies in more detail in the letter					
Sports					
		□ TENNIS			
Hobbies					
	🗆 ART & CRAFT				
	□ OTHER				
Music					
□ LISTENING		□ RECORDER/FLUTE	□ PIANO		

My preferences

Although we cannot guarantee placement in line with any of the below preferences, we will try our best to consider these when placing you with a family. Please circle which preference is your priority (location, age or number of children)!

1. Location							
FLEXIBLE (If you mark FLEXIBLE, you will be given priority; a specific city will limit your choice and delay placement process!)							
or							
□ SUBURB/CITY	ANYWHERE, includ	ding REGIONAL/COAST	AL TOWN (within 1 hou	r of reach to major city)			
2. Age groups							
□ FLEXIBLE (If you mark FLEXI	BLE, you will be given p	riority)					
0-12 MONTHS (no sole care)	1-2 YEARS	3-5 YEARS	□ 6-8 YEARS	□ 9+ YEARS			
3. Number of children							
□ FLEXIBLE (If you mark FLEXI	BLE, you will be given p	riority)					
□ 1-3	□ 3-4	4+ (NOT ALL AT (ONCE/OFTEN TOGETHE	R WITH MOM)			
Care for child with special	needs (disabled)						
□ YES	☐ YES, BUT NO SOL	E CARE	□ NO				
Care for child under 2							
□ YES	☐ YES, BUT NO SOL	E CARE	□ NO				



Other preferences

Dietary details				
Do you have dietary preferences?				
If yes please explain				
Do you have and food allergies? YES NO				
If yes please explain				
Are you a vegetarian? 🗌 YES 🗍 NO				
If yes, are you willing to prepare meat for the family?				
Living arrangements				
Single parent? Single parent?				
Accept pets in the house?				
□ YES, TO ALL □ YES, TO OUTSIDE PETS □ NO, TO DOG □ NO, TO CAT □ NO, TO ALL				



Letter

Write a letter to your future host family. Tell them as much as you can about yourself. This will help us to find you a family where you will feel at home. Please add a printed Word document if you can, that way you can also use a spell check.

Here are some topics you should cover:

- A little about yourself.
- And your family/friends/pets.
- $_{\odot}$ $\,$ Your hobbies and interests, any special skills, passions or talents that you have.
- Sports/Music.
- Your home/your town/your region.
- What sort of work/study you do/have done.
- All about your childcare experience (details about ages, duration and type of care).
- Your plans for the future and details.
- Your reasons for wanting to be an au pair in Australia.



In order to help you a little bit with the composition of the letter, we have 2 sample letters for you at the end of the application documents.

An au pair can be as much a coach as a carer, especially with older children, so your hobbies, skills and talents are very important.



Childcare reference 1

This person is applying to be an au pair abroad:

Au pair name		Date of birth	
I know this pe	rson as our		
□ BABYSITTER	□ NANNY/AU-PAIR	□ EMPLOYEE (NURSERY-SCHOOL)	
🗆 TRAINEE (LEARNI	NG TO BE CHILD-CARER)	□ OTHER (PLEASE SPECIFY)	

I have known this person since _____

Number of boys	Ages		Number of girls	Ages
Duties included				
□ NAPPY CHANGING		LIGHT HOUSEWORK	□ PLAYING & READING	
CARING FOR SICK	CHILD	🗆 ВАТН ТІМЕ	CHILD UNDER 2	□ BED TIME
☐ FOOD SHOPPING		SIMPLE COOKING	D POTTY TRAINING	□ BOTTLE FEED & PREPARATION
	ESSED	BED TIME/SPOON FEEDING		NS

Please rate							
	Excellent	Good	Fair	N/A			
Communication with childre	en 🗌						
Entertain/play with children	ו <u>ר</u>						
Patience							
Flexibility							
Able to follow instructions							
Communication with adults							
General work quality							
General attitude							
Would you recommend this person to work with children? YES NO Any comments?							
				NO			
	Daytime		9				
Signature	Date						

 \ast By giving your reference you give permission to be contacted.



Childcare reference 2

This person is applying to be an au pair abroad:

Au pair name		Date of birth		
I know this pe	rson as our			
□ BABYSITTER	□ NANNY/AU-PAIR	□ EMPLOYEE (NURSERY-SCHOOL)		
🗆 TRAINEE (LEARNI	NG TO BE CHILD-CARER)	OTHER (PLEASE SPECIFY)		

I have known this person since _____

Number of boys	Ages		Number of girls	Ages
Duties included				
□ NAPPY CHANGING		LIGHT HOUSEWORK	□ PLAYING & READING	
CARING FOR SICK	CHILD	🗆 ВАТН ТІМЕ	CHILD UNDER 2	
☐ FOOD SHOPPING		SIMPLE COOKING	D POTTY TRAINING	□ BOTTLE FEED & PREPARATION
	ESSED	BED TIME/SPOON FEEDING		NS

Please rate				
	Excellent	Good	Fair	N/A
Communication with childre	en 🗌			
Entertain/play with children	ו <u>ר</u>			
Patience				
Flexibility				
Able to follow instructions				
Communication with adults				
General work quality				
General attitude				
Would you recommend this person to work with children? YES NO Any comments?				
Referee's name/position* Speaks English				
	Daytime		g	
Signature	Date			

 \ast By giving your reference you give permission to be contacted.



Character reference

This person is applying to be an au pair abroad:

Au pair name		Date of birth _		
I know this person, as I am t	their			
□ TEACHER-TUTOR □ EM	PLOYER	LEADER OTH	ER	
I have known this person since				
Please rate				
	Excellent	Good	Fair	N/A
Communication with children				
Entertain/play with children				
Patience				
Flexibility				
Able to follow instructions				
Communication with adults				
General work quality				
General attitude				
Would you recommend this perso Any comments?	n to work with children?	□ YES □ NO		
Referee's name/position*			□ YES □ NO)
Telephone	_ Daytime	Evening		
Signature	Date			

* By giving your reference you give permission to be contacted. No family members or best friend accepted.



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Medical

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Either provide medical certificate from your doctor or ask your doctor to complete and sign this form.

This person is applying to be an au pair abroad:

Au pair name		Date of birth		
Has the applicant suffered from/been treated for any of the following in the past 2 years				
Asthma	□ YES □ NO	Epilepsy	□ YES	□ NO
Diabetes	YES NO	Allergies	□ YES	□ NO
Nervous illness	YES NO	Stress/Depression	□ YES	□ NO
Drug problems	YES NO	Eating disorder	□ YES	□ NO
Is the applicant taking medication?				
Is the applicant pregnant?				
Do the applicant have any pre-existing medical conditions?				
If yes to any of the above, please give details				
Would you conside	er the applicant fit to work with child	Iren?	□ NO	

Any comments

Physicians name	
Phone Number	Stamp
Signature*	Stamp
Date	

* By giving your signature you give permission to be contacted.



This section must be signed by the au pair applicant

If my medical condition changes (including pregnancy), between the time of signing this document and my departure to Australia. I understand that I am required to notify Smartaupairs and resubmit another Medical form prior to my arrival. I also understand that failure to adhere to this policy may result in my termination of the program.

I accept responsibility for any medical expenses which are not covered by my insurance policy, and understand that pre-existing medical conditions will not be covered automatically.

I also give my full consent to release this information to potential host families.

Au pair signature

Print name _____

Date

Please return your complete pack by email to Global Au Pair! And we will be in touch for your family introductions!



"Dear family letter"

Für Ihre Au Pair - Bewerbung schreiben Sie Ihren Lebenslauf in Form eines Briefes an die Familie: der sog. "Dear family- letter". Dieser Brief wird an die künftige Gastfamilie weitergeleitet und hilft ihr bei der Auswahl der Bewerber/innen. Der Brief ist **sehr wichtig**, da die Familie ihn zuerst liest, bevor sie weitere Unterlagen sichtet. Und **er muss in Englisch oder der Landessprache verfasst sein!**

Der Brief sollte nicht nur Informationen über Sie enthalten. Vielmehr vermitteln Sie einen aufschlussreichen Eindruck, wie Sie sind, was sie mögen und nicht mögen und vor allem Informationen über Ihre **Erfahrungen in der Kinderbetreuung**. Das sollte den größten Teil des Briefes einnehmen.

Ihr "Dear family- letter" sollte **ordentlich und sorgfältig**, aber in einem freundlichen, unterhaltsamen Stil verfasst sein. Sie sollten so offen und aufrichtig wie möglich sein, damit Sie auch die Familie bekommen, in die Sie passen.

Der Brief sollte wenn möglich in **getippter Form** mit Unterschrift erstellt werden. Die **Schriftgröße** sollte mindestens 11 betragen, so dass der Brief gut lesbar ist. Bitte beachten Sie, dass Gastfamilien nicht viel Zeit haben um Briefe zu lesen. Sollten die Erfahrungen in der Kinderbetreuung allerdings sehr intensiv sein, dann kann der Brief auch länger werden.

Der "Liebe Familie" - Brief sollte enthalten und danach strukturiert sein:

- Wer Sie sind, wo sie leben und wann Sie ihren nächsten Geburtstag haben.
- Ob Sie bereits im Ausland waren, in welchen L\u00e4ndern und wie viele Wochen insgesamt (Urlaube und "school trips" nicht vergessen)
- Sehr viel über Ihre Liebe zu und Erfahrungen mit Kindern (bitte detailliert und ausführlich) Das ist der wichtigste Teil im Brief !!!!
- Etwas über Ihre Erfahrungen im Berufsleben und in der Schulzeit
- Falls Sie bereits einen eigenen Haushalt haben oder zu Hause im Haushallt helfen, bitte erwähnen.
- Den Familien ist sehr wichtig, dass ein Au Pair ein "experienced driver" ist und sie sich keine Sorgen um ihre Kinder machen müssen. Bitte darauf eingehen.
- Warum willst du in das Land? Bitte hier Kulturinteresse und Interesse an Life style einbringen.
- Etwas über Ihren persönlichen Hintergrund (Eltern; Geschwister, besonders wenn Sie jünger sind als Sie)
- Etwas über Ihre Hobbies und Interessen
- Etwas über Ihre Zukunftspläne
- Was Sie während Ihres Aufenthalts in Ihrer Freizeit gerne machen würden
- Was Sie der Familie anbieten könnten

Bitte den Freund nicht im Brief erwähnen, denn bei den Familien blinkt dann sofort der "Heimweh-Faktor auf"

Wenn man spezielle Essgewohnheiten hat, z.B. Vegetarier ist, dann erwähnen, dass man keine Probleme hat, für die Kinder Fleisch zu kochen.



1st sample letter

(very detailed as extensive childcare experience is involved)

Dear host family,

my name is and I'm from Germany. And I would be very happy to become your Au Pair! I love having children around and to make them happy. I am motivated to create the perfect time together with you and your children! The work with children is a very important part of my life and I suppose you will be absolutely sure about my responsibility and experience. So I start with the part which should show you my solid qualification in childcare:

For one year I take care of a group of eight girls at the age of six to nine years together with my friend. We meet every Monday at the parish hall of the church. There we play indoor and outdoor games, make art and craft projects, cook, sing and talk together. This year we also have a group of seven boys and we're playing lots of adventure games together. The boys are six and seven years old. I love to spend time with them. With both groups we went on trips, where they played games against other groups. In these groups I learned to assume responsibility and to resolve conflicts. And I am able to care for more than one child at the same time. It's wonderful to see how close you're getting together during this time and that the kids love to come every week.

In addition to do that I did an apprenticeship, which took one year. There I practiced how to lead a group and which different needs and interests the children in a specific age have. I obtained a certificate, which says that I am qualified to lead a group of children.

During the last summer holiday I participated for two weeks in a camp for children at the age of five to ten years. They playfully got to know how a state is build up and how it is to work in a company. I advised them at play. Every assistant had a company, where the children came to work and to earn money. I've had the so called "children's university". They came to make experiences, like producing bubble gums or making your own blow bubbles. The children also taught others to do their virtual driver's license. In these two weeks I learned to take care of the children in my company for the whole day.

Around once every two months I'm the babysitter for a six-year-old child, called Paul. Every time his grandmother has no time to be there, I take care of him. I play games with him, read to him and later on put him to bed. I almost stay from 6 pm to 12 pm to supervise him.

Two years ago I adopted a school-sponsorship for a ten-year-old girl, whose name is Emelie. It was her first year at secondary school and I showed her around and was her contact person for problems she had in school. We also met out of school to go skating and to eat ice cream together. I think it's necessary that the kids have a person, who they can trust and ask questions if they feel lost.

Last year I taught Jessica, a fifteen-year-old girl and her friend in French, helped them with their homework and studying for tests. Lately I started to supervise a group of ten- to twelve-year-old children at my school. I take care of creating a good atmosphere to learn and I support them by explaining difficult exercises when they have any questions.

In January 2012 I went to a day care center. I visited two different groups, where I played with children from the age of three to six years. It was a great experience and the children were sad when I had my last day. They painted some pictures for me, in remembrance of the time we had together.

Now I am going to tell you something about me and my family.

I live together with my family in a beautiful small village, which is called, in the South-West of Germany. But it's close to Stuttgart, the capitol city of Baden-Württemberg. I enjoy meeting my friends there. My brother Peter is fifteen years old and my parents are called Maria and Wolfgang. We're all sharing the same hobby: it's playing tennis. My family appreciates and supports me with my wish to be an Au pair.

Currently I'm visiting the last school class. I'm going to graduate in July 2021. Since May 2020 I've got my drivers' license and I practice a lot. My family says, that I am a very careful driver. In addition to that I cook for my brother and me when my parents are at work. Afterwards he helps me with cleaning the kitchen.



Besides the work with children, I also enjoy doing sports. I play tennis for 9 years. I'm part of a team and we're practicing for the matches in summer. I dance for 5 years. We already had some performances in public. And I currently started to do Tae Bo.

I also like to meet my friends and to go shopping or jogging with them. And I like reading good books. Making art and craft projects is another hobby I like to practice.

I want to be an Au pair, because I love to experience different cultures and to see what it is like to live in a Canadian family for a whole year. I participated in exchange programs to Italy, France and I also had been in the USA once. I really enjoyed the time I had together with my host family. In addition to that, I want to improve my English skills. And of course I love having children around. It's fun to play with them and to make homework with them.

Why you should choose me? ... because I love to work with children. It makes me happy to see them smiling and growing up. I like to laugh with the children. And I am active and open-minded for everything they want to do with me. I want to give them a feeling of security and friendship. You can trust me with the care for your children, due to the fact that I am a caring person, which means that I care for the needs of each child and listen to their problems. And I am reliable. So I am intent on the responsibility you give to me to care for your children. But you can be sure that I'll give a hundred percent of my energy to your children!

I'm looking forward to hear from you soon and to spend this year in your family!

Love,



2nd sample letter

(shorter as sufficient childcare experience is involved)

Hello my dear host family,

My name is, I'm 20 years old and getting 21 years of age in February 2021.

I have learnt English for 5 years and I also can communicate in English language but not fluent. I have been abroad in England, France, Dominican Republic, Maldives, Spain, Greece, Italy, Tunis, Turkey and Egypt. All together 23 weeks abroad.

I have experience with children since I was 15 years old when I occasionally cared the children of my neighbours or friends. I used to pick up the children from school helping with homework and played many different games till the parents came at home. The children were mostly school-age and also very active. Also I often cared for them in the evening when parents went out to dinner or for other purposes. That involved to make them dinner and see that they go to bed early for school. Of course I was reading out a good night story.

This winter I completed a two-month practical training in preschool. I overtook the organization of the new opened preschool which means I had to plan the amount of children the school could take. Also I had to organize the qualified personnel for the professional care of the children so the children were fully in good hands. Additional I had to plan the facility of the sleeping rooms of the children and also the right furnishing for their age group. During the day I have played a lot with the children and went with them to the playground. Through this practical training. I also cared a lot for children and helped my colleagues to organize daily schedule.

I am studying tourism management and in two months I get my master degree. When I heard about the au pair program in Canada I decided immediately to apply because that combines my love for children with my interest in getting to know the Canadian way of life.

My mom 's name is Jana she is 42 and works at the municipal office in our town. My dad 's name is Uwe and he's 57 years old work worldwide as electric engineer. I have two brothers who are older than me. One is called Dennis and the other Christoph. They already both work and live in Germany. I am aunt of two little girls. They are daughters of my brother Christoph: Rebecca is 8 years old and Jacqueline is 6 years old. We see each other quite often especially during the holidays as at other times because I was still in school and they had to work.

Among our family also includes three dogs they are female two of them are Chihuahuas (Bubi and Shaney) and my dog is a Czech special race : Prague Ratter and her name is Nella. So if my hostfamily will have pets I will be happy to care for them.

As a family we like to travel a lot especially to the exotic countries because my dad is not a winter type. Our favourite destination is the Maldives because it has a beautiful underwater world. Our family hobbies include diving, riding a water scooter and various trips during the islands.



I love spending time with my buddies. We do a lot of sports – cycling, playing Table Tennis and invent many other sportive activities. On weekends we go out for dancing or to the cinema. When I'm alone I walk with my favourite dog named Nella in nature. My friends say about me I'm very active, communicative, funny, optimistic but also reliable.

Why Canada? The country attracts me since childhood especially the nature and of course living in an Canadian family.

Do not worry my dear host family I believe you do not make a mistake with me. I'm sure I'm right for you and hope I see you soon.

Bye bye with love



Wie erstelle ich eine Fotocollage?

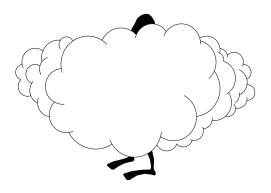
Bitte sind Sie sehr sorgfältig in der Auswahl Ihrer Fotos. Bedenken Sie, dass der erste Eindruck, den die Familie von Ihnen bekommt, Ihre Fotografie ist.

1) Bewerbungsfoto

Sie müssen nicht unbedingt in ein Fotostudio gehen. Die Fotos sollten allerdings farbig und von guter Qualität

sein.

Denken Sie daran weder zu saloppe noch zu elegante Kleidung zu tragen. Bei weiblichen Bewerberinnen: Stecken Sie Ihr Haar zurück, damit man Ihr Gesicht gut sehen kann und lächeln Sie !



Falsch

2) Foto Collage

Die Foto Collage sollte mindestens aus 3 DIN A 4 Seiten bestehen.

<u>1te Seite</u>: Fotos von Ihnen und Ihrer Familie. Es geht nicht darum alle auf einem Bild zu zeigen. Sie können gerne Ihre Familienmitglieder vereinzelt abbilden.

<u>2te Seite</u>: Fotos von Ihnen und Ihren Hobbies, beim Autofahren, kochen oder backen, Fotos von Freunden und Haustieren (falls vorhanden).

3te Seite und so viele wie Sie Fotos haben: Fotos von Ihnen und Kindern!

Sie sollen den Eindruck vermitteln, dass Sie Kinder gernhaben und gut mit Ihnen umgehen können.

In den letzten Jahren wurde es immer schwieriger Fotos mit Kindern zu veröffentlichen. Seien Sie hier bitte kreativ. Man kann die Kinder auch von hinten oder von der Seite fotografieren, so dass sie nicht erkennbar sind.

Bitte beschriften Sie die Fotos, damit man weiß, was es darstellt und wer auf dem Bild zu sehen ist. Achten Sie darauf, dass die Fotos von guter Qualität sind. Farbbilder können hier mit Schwarz-Weiß-Aufnahmen kombiniert werden. Suchen Sie nur Bilder aus, auf denen Sie freundlich und sympathisch aussehen. Achten Sie darauf, dass die Fotos keinen falschen Eindruck vermitteln. Schnappschüsse, die Sie in der Sonne liegend zeigen oder bei einer wilden Party sind unpassend.