

AupairLine International Ltd

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HOST FAMILY APPLICATION FORM

Please complete this application in full and answer all questions as completely as possible to help ensure a successful placement together with the attached work schedule to give a full understanding of the daily routine. This form will be faxed/sent to your future employee. **Please type or print clearly in black ink.**

On reaching agreement with your chosen applicant please send the following information to Aupairline International Ltd:

A welcoming letter of invitation giving details of your family, the area where you live, your requirements, her duties, hours to be worked, time off, babysitting, pocket money etc

Photographs showing your family, your home and applicant's bedroom

Kindly enclose your payment with this information

FAMILY INFORMATION

Name: _____

Address: _____

_____ Post Code: _____

E-mail: _____

Home phone no: _____ Fax no: _____

Mobile no: _____

HUSBAND

WIFE

Occupation: _____

Hours of work: _____

Work phone No: _____

Nationality: _____

Religion: _____

Practising/ non practising: _____

Other persons living at home: _____

CHILDREN

Name	Sex	Date of Birth	Attending school/playgroup After school activities
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Any Special Needs? _____

New baby expected? _____ Approx date: _____

What language is spoken at home? _____

Other languages spoken: _____

Do you have any pets? _____

Do you wish your employee to care for them? _____

Does any member of the household smoke? _____

Is your family in good health? _____ If no, please explain: _____

Family hobbies and interests: _____

Any other relevant information (e.g. Vegetarian diet) _____

FAMILY HOME

Type of house: _____ No of bedrooms? _____ No of bathrooms? _____

Garden? _____ Washing machine? _____ Dishwasher? _____

Other facilities? _____

Do you employ any other domestic staff? _____ Hours per week? _____

JOB DESCRIPTION

JOB TITLE (Au Pair, Au Pair Plus, Mother’s Help, Nanny)

Are you willing to accept a male applicant? _____

CHILDCARE (sole charge, general duties, school runs, after school activities, meals, laundry)

Special skills required: (e.g. swimming, riding)

HOUSEHOLD DUTIES (vacuuming, dusting, tidying, cleaning, ironing, laundry, cooking etc)

HOURS OF WORK

BABYSITTING

Free time: (day(s) off, public holidays)

WEEKLY NETT SALARY (Tax & NI must be paid by employer where applicable)

£ _____ Other benefits i.e. travel pass: _____

Annual paid holiday in addition to public holidays: _____

REQUESTED STARTING DATE: _____

LENGTH OF STAY REQUIRED: _____

Please mark how essential it is to you to have a clean and tidy home:

Unimportant 1 2 3 4 5 6 7 8 important

Describe the area where you live, giving details of amenities and recreational facilities:

Nearest train/underground station: _____ Distance from house: _____

Nearest bus route(s) and number(s) _____ Distance from house: _____

APPLICANT'S FACILITIES / PRIVILEGES

Private bedroom? _____ (please describe e.g. TV, desk, radio etc)

Private bathroom? Share bathroom?

Use of telephone? Restrictions?

Friends welcome? Restrictions?

Driver required? Car available for sole/shared use?

Car available for personal use? Manual or Automatic?

Smoking allowed? _____ Inside house? _____ Outside only? _____

Is there a language school nearby for foreign applicants? _____

Eat with the family? _____ Eat with the children only? _____ Vegetarian accepted? _____

Full use of all facilities in the home? _____

Join in family activities? _____

Be included on family holidays? _____

PRIOR LIVE-IN EXPERIENCE

Have you had live-in help before? _____ If yes, was your experience a good one? _____

Comments: _____

Are you able to provide name and telephone numbers of previous applicant. So that your new applicant may speak to them? _____

REFERENCES (not family)

Name	Phone Number	Relationship to you
1. _____	_____	_____
2. _____	_____	_____

ADDITIONAL INFORMATION

Please provide any further information that you feel to be relevant for a successful placement:

I agree that the above information can be passed to any future candidate that I/we may consider. In addition I agree that my home telephone number may be added to the Agency's list of au pairs so that my candidate may have local friends in my area. Yes No

Your assistance in completing this form is appreciated. It provides your applicant with a good understanding of her environment and duties with her British host family.

I hereby certify that the information given in this form is correct and I agree to the Terms of Business and fees of Aupairline International Ltd.

Signed: _____

Date Application Form completed: _____

Weekly Work Schedule

Family Name: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8pm onwards							

Further Information:
