

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}^{2} 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 Canada etc.
- □ Handwritten personal letter or 'postcard to the kids'



Au Pair Registration form

Earliest start date	Latest	start date
□ placement of 6 months	□ placement of 9 months	□ placements of 12 month
Personal details		
🗆 Mr 🗌 Miss		
First name	Surna	me
Address	CITY	
STATE	POSTCC	DDE
COUNTRY		
Date of birth	Place	of birth
Nationality	Passp	ort number
Telephone:	Mobile	2:
E-mail:	Skype	:

□ Father	Occupation		Age:
□ Mother	Occupation		Age:
□ Brothers	How Many	Ages:	
□ Sisters	How Many	Ages:	

 \Box 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 exper	ience summa	iry			
Age groups □ 0-12 MONTHS □ 1-2 YEARS □ 3-5 YEARS		□ 6-8 YEARS	□ 9+ YE	ARS	
Child with special needs (disabled)					
My skills:					
□ NAPPY CHANGING		r housework	D PLAYING & READ	ING	
□ Caring for sick chi	_D 🗆 BATH	TIME	CHILD UNDER 2		
☐ FOOD SHOPPING		LE COOKING	D POTTY TRAINING		□ BOTTLE FEED & PREPARATION
	D BED	TIME/SPOON FEEDING	OUTINGS & EXCU	RSIONS	

My childcare experience in deta	il
Number of Children and ages	TASKS
Duration:	□ 100-200 HOURS □ 200+ HOURS
Number of Children and ages	TASKS
Duration:	□ 100-200 HOURS □ 200+ HOURS
Number of Children and ages	TASKS
Duration:	□ 100-200 HOURS □ 200+ HOURS
Number of Children and ages	TASKS
Duration: Discours	□ 100-200 HOURS □ 200+ HOURS



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

My Household experien	ce/skills	
LIGHT CLEANING		



My Hobbies / Leisure Skills

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

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 FLEXIB	BLE, you will be given pi	riority; a specific city w	Il limit your choice and	delay placement process!)
or				
SUBURB/CITY	□ ANYWHERE, incluc	ding REGIONAL/COAST	AL TOWN (within 1 hou	r of reach to major city)
2. Age groups				
□ FLEXIBLE (If you mark FLEXIB	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 FLEXIB	BLE, you will be given pr	riority)		
□ 1-3	□ 3-4	□ 4+ (NOT ALL AT 0	DNCE/OFTEN TOGETHE	R WITH MOM)
Care for shild with ensaid	noodo (dianhlad)			
Care for child with special	needs (disabled)			
□ YES	☐ YES, BUT NO SOLE	E CARE	□ NO	
Care for child under 2				
□ YES	☐ YES, BUT NO SOLE	E CARE	□ NO	



Other preferences

Dietary details
Do you have dietary preferences? YES NO
If yes please explain
Do you have and food allergies? I YES NO
If yes please explain
Are you a vegetarian?
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).
- \circ \quad Your plans for the future and details.
- \circ $\;$ Your reasons for wanting to be an au pair in Canada.



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:

	Date of birth _	
rson as our		
□ NANNY/AU-PAIR	□ EMPLOYEE (NURSERY-SCHOOL)	
ING TO BE CHILD-CARER)	□ OTHER (PLEASE SPECIFY)	
	rson as our	erson as our

I have known this person since _____

Number of boys	Ages		Number of girls	Ages
		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 children				
Entertain/play with children				
Patience				
Flexibility				
Able to follow instructions				
Communication with adults				
General work quality				
General attitude				
Any comments?				
Referee's name/position*		Speaks English	□ YES	□ NO
Address				
elephone Daytime				
	Daytime	Evening]	

 \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 (LEARNING TO BE CHILD-CARER)		OTHER (PLEASE SPECIFY)		

I have known this person since _____

Number of boys	Ages		Number of girls	Ages
Duties included			PLAYING & READING	
	CHILD		CHILD UNDER 2	
☐ FOOD SHOPPING		SIMPLE COOKING	D POTTY TRAINING	BOTTLE FEED & PREPARATION
☐ HELP GETTING DRESSED		☐ BED TIME/SPOON FEEDING	OUTINGS & EXCURSION	NS

Please rate				
	Excellent	Good	Fair	N/A
Communication with childre	en 🗌			
Entertain/play with children	ו 🗆			
Patience				
Flexibility				
Able to follow instructions				
Communication with adults	;			
General work quality				
General attitude				
Would you recommend this person to work with children?				
Referee's name/position* Speaks English				
Telephone	Daytime	Evening	I	

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

Date _____



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 th				
	LOYER	EADER 🗆 OTH	ER	
These known this person since				
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 person Any comments?	to work with children?	□ YES □ NO		
Referee's name/position*			□ YES □ NC)
Telephone	Daytime	Evening		
Signature	Date			

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



1

Medical

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 t	taking medication?	□ yes □ no		
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? 🗆 YES		

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 Canada. I understand that I am required to notify 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 deine Au Pair - Bewerbung schreibst du <u>eine Art Lebenslauf</u> in Form eines Briefes an die Familie: den 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 dich enthalten. Vielmehr vermittelst du einen aufschlussreichen Eindruck, wie du bist, was du magst und nicht magst, deine Vorstellungen und vor allem Informationen über deine **Erfahrungen in der Kinderbetreuung**. **Das sollte den größten Teil des Briefes einnehmen**.

Dein "Dear family- letter" sollte **ordentlich und sorgfältig**, aber in einem freundlichen, unterhaltsamen Stil verfasst sein. Du solltest so offen und aufrichtig wie möglich sein, damit du auch die Familie findest, die zu dir passt.

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 beachte, 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 du bist, wo du lebst und wann du deinen n\u00e4chsten Geburtstag hast. (Je \u00e4lter du bist, desto mehr Interesse haben die Gastfamilien). Bist du 18 oder 19 Jahre alt, betone bitte deine Reife und dein Verantwortungsbewusstsein!
- Ob Du bereits im Ausland warst, in welchen L\u00e4ndern und wie viele Wochen insgesamt (Urlaube und "school trips" nicht vergessen). Das zeigt den Gastfamilien, dass du nicht das erste Mal ins Ausland gehst.
- Sehr viel über deine Liebe zu und Erfahrungen mit Kindern (bitte detailliert und ausführlich) Das ist der wichtigste Teil im Brief!!!!
- Etwas über deine Erfahrungen im Berufsleben und in der Schulzeit
- Falls du bereits einen eigenen Haushalt hast oder zu Hause im Haushallt hilfst, 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 deinen persönlichen Hintergrund (Eltern; Geschwister, besonders wenn Sie jünger sind als du).
- Etwas über deine Hobbies und Interessen
- Etwas über deine Zukunftspläne
- Was du während deines Aufenthalts in deiner Freizeit gerne machen würdest
- Was du der Familie anbieten kannst

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



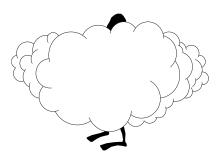
Wie erstelle ich eine Fotocollage?

Bitte sei sehr sorgfältig in der Auswahl deiner Fotos. Bedenke, dass der erste Eindruck, den die Familie von dir bekommt, deine Fotografien sind.

1) Persönliches Profil-Foto

Du musst nicht unbedingt in ein Fotostudio gehen. Das Profil Foto sollte allerdings farbig und von guter Qualität sein.

Denke bitte daran weder zu saloppe noch zu elegante Kleidung zu tragen. Man sollte dein Gesicht gut sehen und bitte lächeln! Bitte keine Gruppenfotos mit Pfeil auf dich oder mit einem Hintergrund auf dem mehrere Personen zu sehen sind.



Falsch

2) Foto Collage

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

<u>1te Seite</u>: Fotos von dir und deiner Familie. Es geht nicht darum alle auf einem Bild zu zeigen. Du kannst gerne deine Familienmitglieder vereinzelt abbilden.

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

<u>3te Seite</u> und so viele wie du Fotos auftreiben kannst: Fotos von dir und Kindern!

Du solltest den Eindruck vermitteln, dass du Kinder gernhast und gut mit Ihnen umgehen kannst.

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

Bitte beschrifte die Fotos, damit man weiß, was darauf darstellt wird und wer auf dem Bild zu sehen ist. Achte darauf, dass die Fotos von guter Qualität sind. Farbbilder können hier mit Schwarz-Weiß-Aufnahmen kombiniert werden. Suche nur Bilder aus, auf denen du freundlich und sympathisch aussiehst. Suche einfach deine Lieblingsfotos heraus!

Achte darauf, dass die Fotos keinen falschen Eindruck vermitteln. Schnappschüsse, die dich in der Sonne liegend zeigen oder bei einer wilden Party sind unpassend.