

Smart Au Pairs

Application Pack

Start your Au Pair journey to Australia.



This pack contains all information you need to prepare for the Au Pair in Australia program, including:

1. Program information
2. Au Pair Checklist
3. Application form
4. Health Declaration
5. Smart Au Pairs agreement
6. Au Pair Letter + Introduction Video
7. Childcare References
8. Character References

PROGRAM INFORMATION

WHY BECOME AN AU PAIR

Cultural Exchange

As an Au Pair, you will have the opportunity to experience Australian culture first-hand, learn about its customs and traditions, and improve your English language skills. During your time off, you can explore different parts of the country, learn about its history and geography, and participate in cultural events and festivals. This can provide a more authentic and deeper understanding of the culture than just visiting as a tourist.

Personal Growth

Being an Au Pair can be a challenging and rewarding experience that can help you develop independence, responsibility, adaptability, and interpersonal skills. It can also be a valuable experience if you are interested in pursuing a career in childcare or education. You will gain hands-on experience working with children and developing your skills.

Flexibility

Being an Au Pair can provide flexibility in terms of work hours and scheduling, which can allow you to pursue other interests and hobbies during your free time. You will receive free accommodation and meals from your host family, which can help you save money and live comfortably during your stay. Australia is a beautiful country with many unique landscapes and attractions to explore. So, take this opportunity to travel and see new places.

Part of the family

Your host family can provide a supportive and welcoming environment during your stay in Australia. They can also help you adjust to the local culture and provide guidance on navigating life in a new country. Being part of the family means that you can expect to be part of shared meals, family outings, taking part in celebrations and possibly a family holiday!

You will take part in activities as any family member would do, for example:

- Cook a meal together with the family or help prepare the meals (you might learn their secret family recipes)
- Come along to soccer or ballet training
- Initiate play and activities with the children
- Run some errands or go shopping with the whole family

Overall, being an Au Pair in Australia can offer a range of benefits beyond just learning about the culture and improving your language skills. It can provide personal, and professional development opportunities, as well as a unique and rewarding cultural exchange experience. By living and working closely with the family, you may develop lasting relationships and memories that will stay with you for years to come. This is the chance to have an adventure of a lifetime!

However, as an Au Pair you are also expected to carry out your duties. The duties will vary by family. The family should prepare a detailed handbook outlining the rules and expectations for your stay. This could include, your duties, schedule, compensation, house rules, and emergency procedures. Expect the following to be part of your duties in most families.

AU PAIR CRITERIA

As an Au Pair you take part in a cultural exchange program. You get the opportunity to be a 'big sister' or brother to the children in your Australian family and 'live as a local'. In exchange for helping out with childcare and some light housework, you are welcomed as a member of the family and given full board accommodation in your own room and paid pocket money. You can expect 2 full days off per week, so you have plenty of time to explore Australia.

For our Au Pair program, you must fit the following criteria:

- Age between 18 and 30 years old
- Eligible for Working Holiday Visa (Subclass 417) or Work and Holiday Visa (subclass 462)
- Have a valid passport
- Be flexible, friendly and open-minded
- Have at least 200 hours of childcare (babysitting) experience
- Be able to communicate in English (at least intermediate level)
- Able to be Au Pair for a period of 6 months minimum
- Be happy to help with childcare and light housework, usually 25-35 hours per week
- Be fit and healthy; all candidates must be two years free from any treatment and/or medication for any mood disorders (including anxiety and depression)
- Be unmarried and have no children
- No criminal record
- Be a non-smoker
- Preferably be able to drive, this makes the placing process easier as most families prefer to have an Au Pair with a driver's license

AU PAIR IN AUSTRALIA WITH SMART AU PAIRS

Au Pairing is an amazing way to experience Australia. You will live with a welcoming Australian family where you will experience real life in Australia and have a cultural experience you will never forget – plus you will gain some great childcare experience to add to your CV. Spending time with a great family is the perfect way to make Australia instantly feel like home. You will have plenty of time to explore during your days off and you can even make longer travel plans after your placement. Importantly, you will have on-going support from Smart Au Pairs one of the leading, most established Au Pair Agencies in Australia.

Smart Au Pairs are also founding members of [CAPAA](#) (Cultural Au Pair Association of Australia) and members of [IAPA](#) (International Au Pair Association) so you can be sure we are committed to a positive, safe and secure experience.

Au Pairing in Australia so popular due to our sunny, warm climate, amazing beaches, diverse landscapes and of course our easy going and social lifestyle. To make travel easier, you will have your own Travel Agent who organises fabulous trips for Smart Au Pairs who want to visit the Great Barrier Reef, the Blue Mountains and even the Australian Outback. We also run popular Surf Camps most of the year round!

Expected duties

- Wake the children in the morning and get them ready
- Help the children to tidy their rooms and make their beds
- Prepare breakfast, lunch and snacks for the children + clean up dishes from meals
- Make sure children have books and homework for school
- Take children to / from school
- Tasks while children are at school: shopping, light housework, kids' laundry
- Assist the children with their homework, initiate and supervise play and take to any activities
- Help the children with their bath routine and help get them ready for bed
- Babysitting / School holiday care

In return for all the work you have done you will get rewarded. While the specific rewards may vary by family. Expect the following to be part of your rewards.

Your Rewards

- An opportunity to be treated as a member of the Host Family and take part in a daily family life as a 'big sister' or 'big brother'
- Board and accommodation a private, fully furnished room in a clean, safe and comfortable home
- Weekly Pocket money and completion payment
- Two free days per week - at least every alternate weekend off
- Guidance, support and training
- Connections to other Au Pairs / Events and Trips
- Family will pick you up from nearest international airport
- Host family may also provide: use of family car, travel card, mobile phone allowance and holiday with family

Visa

You need to have a valid passport and qualify for one of these 2 visas. You can apply online once you are matched to your host family. For more information, please visit these websites:

1. [Working Holiday Visa \(subclass 417\)](#)
OR
2. [Work and Holiday visa \(subclass 462\)](#) for USA passport holders

Compliance

To be an Au Pair in Australia, you need to have a valid Working with Children's Check (WWCC), before you can care for other people's children. You must apply immediately upon arrival and inform Smart Au Pairs of your approval number within 2 weeks of arrival. We will provide you with instructions on how to apply for this check.

Pocket Money

To ensure a fair exchange, the Au Pair Pocket Money is recommended.

While it is ultimately at the discretion of the host family how much pocket money they provide to the Au Pair, we provide a guide to ensure consistency of treatment across Australia. In relation to regular Au Pairs, please visit our website for the latest [Pocket Money](#) recommendations. The pocket money is based on the different Au Pair roles (Silver, Gold or Diamond) we use in recognition of their skillset. Also depending on hours of help that is required in your host family.

However, we suggest that in determining how much pocket money is provided to the Au Pair that the family have consideration for and recognize the assumption of any extra assistance with the children by the Au Pair, including during school holidays or to stay home with a sick child.

After completing a 6 month stay with the family, the Au Pair receives completion payment of \$500.

You pay for

The costs that are of your own expense to start being an Au pair are the following:

- Program fee
- Background check in your own country
- Flights
- Visa
- Gap year travel insurance
- Working with Children's Check / BlueCard (on arrival in Australia)

AU PAIR IN AUSTRALIA CHECKLIST

The best profiles are chosen by the top families. Please take the time to include as much information about you and your childcare experience as possible. While it's not mandatory to include an introduction video we very much encourage you to do so.

You can use this list to check if you have all the documents we need. When you're sending your application documents, please note that files can be no bigger than 2MB.

- ☐ **Au Pair Application Form**
- ☐ **Self-Declared Medical form**
- ☐ **Signed Smart Au Pairs Agreement**
- ☐ **Police Check**
- ☐ **Au Pair Letter + Introduction Video:** *Make a short YouTube video to introduce yourself: talk about your family, your hobbies, your childcare experience, and interests.*
- ☐ **Pictures of you.** Please use photos of you interacting with children if possible
- ☐ **Min. 2 References;** at least one childcare reference. *Character 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.*
- ☐ **First Aid Certificate** – if you do not yet have this, start your training today (<http://www.firstaidforfree.com>)



Smart Au Pairs

Educational Exchange

Au Pair Application Form

Date of application:
(DD/MM/YYYY)

Applicant Information

First Name:

Gender:

Date of Birth:

(DD/MM/YYYY)

Email Address:

Skype:

Postal code:

Country:

Country of Birth:

Last Name:

Nationality:

Mobile Number:

WhatsApp?

Facetime?

Home Address:

City:

Name Agency:

Email Agency:

Availability

What country are you applying to become an au pair in?

How long would you like to stay: (minimum 6 months)

Earliest starting date: (DD/MM/YYYY)

Latest starting date: (DD/MM/YYYY)

Emergency Contact Information

Emergency Contact Name:

Their Relationship to you:

Email Address:

Phone Number:

Does this person speak English?

Experience

Tick all boxes that applies to you

I am experienced with children aged:

Under 2 years

☐

2 - 6 years

☐

7 + years

☐

Children with disabilities

☐

Willing to care for children aged:

Flexible (will be given priority)

☐

Under 2 years

☐

Children with disabilities

☐

2 - 6 years

☐

7 + years

☐

Number of children you're willing to care for:

I'm flexible

☐

1-2 children

☐

1-3 children

☐

3-4 children

☐

Do you have a driver's license:

What month/ year did you get your DL?

Language

How well do you speak English?

Excellent ☐
Fair ☐

Good ☐
Poor ☐

What's your native language:

List any other languages you know: (Excellent/Good/Fair/Poor)

General Questions

How well can you swim?

Excellent ☐
Fair ☐

Good ☐
Poor ☐

Do you have a First Aid certificate?

Other certificates:

Are you happy to help with general household tasks?

Would you accept a single parent family?

Would you accept family with pets?

Do you have allergies?

If you have allergies, please explain:

Do you follow a special diet?

As a vegetarian you MUST be willing to prepare meat for the kids and HF

If you have a special diet, please explain:

Do you smoke?

Are you fully vaccinated against COVID-19?

Are you currently pregnant?

Do you have any condition that could affect your performance as an au pair?

Have you been convicted or charged with a criminal offence?

Please provide the following supporting documents:

- Photos (profile pictures and we would highly recommend using photos with kids)
- Au Pair Letter to your future Host Family (including a introduction video)
- Smart Au Pairs agreement
- Medical Declaration / Medical Check
- Police Check
- Resume and Cover letter

Agency, please write a little summary about this Au Pair: *(Please do not use more text than visible in the text field)*

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Health Declaration

Applicant Information

Your Name:

Email Address:

How would you generally rate your health (both physical and mental?) Choose one of the options below. / Your general state of health?

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Do you have or have you ever had problems with any of the following? Tick the appropriate boxes.

- | | |
|--------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Tuberculosis | <input type="checkbox"/> Epilepsy |
| <input type="checkbox"/> Anemia | <input type="checkbox"/> Hepatitis |
| <input type="checkbox"/> Eye problems | <input type="checkbox"/> Asthma |
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Kidney disease |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Migraine, headaches |
| <input type="checkbox"/> Stress/Depression | <input type="checkbox"/> Gut issues: IBS, Celiac |
| <input type="checkbox"/> Anxiety | <input type="checkbox"/> ADHD / ADD |
| <input type="checkbox"/> Dizziness | <input type="checkbox"/> Eating disorders: Anorexia, Bulimia |
| <input type="checkbox"/> Heart disease | <input type="checkbox"/> Mental illnesses |
| <input type="checkbox"/> Allergies | <input type="checkbox"/> Other <input type="text"/> |

If you ticked any of the following boxes above, please explain further: *(Please do not use more text than visible in the text field)*

Are there any medical issues that families need to be aware of that would affect coming to Australia or working with children? Please explain: *(Please do not use more text than visible in the text field)*

Are you taking any medication? If yes, please explain: *(Please do not use more text than visible in the text field)*

Non-Smoking Declaration:

I declare that I will not smoke tobacco or any other substances, and/or smoking alternatives, for example, e-cigarettes, vaping, nicotine gum or patches during my Au Pair program.

Tick the box to agree: ☐

I certify that the information I have provided in this health declaration is true. I understand that if I have withheld information or lied about my health, my participation in the au pair program may be terminated with immediate effect. I understand that in some cases a doctor's statement may be required in addition to this health declaration.

Signature Au Pair:

Date signed: *(DD/MM/YYYY)*

Au Pair Agreement- Au Pair in Australia

1. I confirm that I have read and understood all material provided and that I fulfil all criteria and agree to abide by the au pair program guidelines, local legislation and immigration conditions. In Australia, au pair is NOT a work program.
2. I give permission to release all my personal information to potential host families, securely and lawfully.
3. I confirm that I am a non-smoker and in good health physically and mentally. I'm at least two years free from any treatment and/or medication for any mood disorders (including anxiety and depression). I understand that pre-existing medical conditions may not be covered by my travel insurance and agree to pay for any medical expenses not covered by insurance.
4. I confirm that I will pay my program fee as calculated by the sending agency prior to travel to Australia.
5. I confirm that all information I have provided is honest, correct, complete and up to date. If my situation changes, I will inform my agency and my host family immediately.
6. After my confirmed placement I agree to stay in touch with the host family. I will not travel until I receive my Au Pair Invitation and all details are confirmed by my host family and sending agency.
7. I understand that, prior to travel, I need to arrange and pay for travel to/from my host country + comprehensive travel insurance for the entire duration of my placement and visa.
8. I understand that, on arrival in Australia, I need to arrange and pay for my Australian Background Check, also referred to as Working with Children Check or Blue Card. This is a state dependent legal requirement.
9. I ensure visa, passport + international driver's license are ready for travel and valid for the entire duration of my stay.
10. I will respect the family and their house rules and will carry out my child care duties to my best ability.
11. I shall seek advice of the host family before using any form of discipline on the children and under no circumstances shall I hit the children or leave them alone.
12. I understand that the success of the au pair experience depends largely on my initiative and flexibility to adapt.
13. Within the first 2 weeks, I will inform Smart Au Pairs Australia of my Australian Mobile Phone number and my Background Check number. (Also referred to as Working with Children Check or Blue Card)
14. If I have any issues that I cannot resolve with the host family, I shall contact Smart Au Pairs for assistance.
15. I will make every effort to resolve any differences with my host family. If a solution is not found, I will give 14 days' notice and may apply for a new placement for a minimum duration of 6 months. During notice, duties and pay continue as normal unless by mutual agreement.
16. If I request to be placed in a new family, I understand I need to be flexible about location and family composition and I may have to move to another city and cover my own cost (travel, accommodation and other). Every effort will be made to re-home as quickly as possible; non-drivers should be prepared for some delay.
17. I shall not hold the agency responsible for any losses, injury or damage.
18. I understand that my au pair program can be terminated if I fail to abide by this agreement, if I disrespect my family invitation or if there is a case of misconduct. This includes (but is not limited to) lying and falsification of documents.
19. I have the right to: advance family selection (pre-match), travel/arrival co-ordination, support before and during placement, au pair training manual, follow up call, helpdesk service, re-homing (once) if needed (conditions apply).
20. I completely understand that part of my application such as my profile picture and video may be used for marketing purposes to activate and search for new host families in Australia. (We will never use any personal information in these outings).

Name Au Pair:

Date signed: (DD/MM/YYYY)



Au Pair letter

Applicant Information

Your Name:

Email Address:

"Dear Host Family" Letter

Tell us about who you are, where you live and your daily life: *(Please do not use more text than visible in the text field)*

Tell us a little bit about your family / friends / pets: *(Please do not use more text than visible in the text field)*

Tell us about your personality, hobbies and interests: *(Please do not use more text than visible in the text field)*

Note: if needed, go to the additional field at the end of the page.

Tell us why you would like to become an Au Pair: *(Please do not use more text than visible in the text field)*

Tell us about ALL your childcare experience:

1.	Experience and duration	Age, gender and number of children	Frequency / total hours

Task, activities and responsibilities: *(Please do not use more text than visible in the text field)*

2.	Experience and duration	Age, gender and number of children	Frequency / total hours

Task, activities and responsibilities: *(Please do not use more text than visible in the text field)*

3.	Experience and duration	Age, gender and number of children	Frequency / total hours

Task, activities and responsibilities: *(Please do not use more text than visible in the text field)*

4. Additional field for childcare experience: *(Please do not use more text than visible in the text field)*

Note: if needed, go to the additional field at the end of the page.

Tell us about other jobs you've had and future career plans: *(Please do not use more text than visible in the text field)*

Anything else you'd like to add? *(Please do not use more text than visible in the text field)*

Remember to send in pictures and if possible, use photos of you interacting with children. Maybe a photo of you 'in action' showing your favorite sport or hobby. We would highly recommend to make a short YouTube video to introduce yourself; talk about your familie, hobbies, childcare experience and interests.

Enter the link to your introduction video here:

Tip: You can publish a video on YouTube privately by choosing the "unlisted" option in the visibility tab. This way the video will be published in private and can only be viewed by the people who you share the link with.



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Character reference

This person is applying to be an au pair abroad:

Au pair name

I know this person, as I am their

☐ Teacher/tutor ☐ Employer ☐ Colleague ☐ Other

I have known this person since

Please rate

Communication with children	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> N/A
Entertain/play with children	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> N/A
Patience	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> N/A
Flexibility	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> N/A
Able to follow instructions	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> N/A
Communication with adults	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> N/A
General work quality	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> N/A
General attitude	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> N/A

Would you recommend this person to work with children? ☐ Yes ☐ No

Write a little summary about this future Au Pair: *(Please do not use more text than visible in the text field)*

Referee's name* Speak English ☐ Yes ☐ No
Email
Telephone

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

Signature

Date



Childcare reference

This person is applying to be an au pair abroad:

Au pair name

I know this person as our

- ☐ Babysitter ☐ Nanny/au-pair ☐ Employee (nursery/school) ☐ Club leader
☐ Trainee (learning to be child-carer) ☐ Other

I have known this person since

Number of boys	Ages	Number of girls	Ages
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Duties included

- | | | |
|-----------------------------------------------|---------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Nappy changing | <input type="checkbox"/> Light housework | <input type="checkbox"/> Playing & reading |
| <input type="checkbox"/> Help with homework | <input type="checkbox"/> Caring for sick child | <input type="checkbox"/> Bath time |
| <input type="checkbox"/> Child under 2 | <input type="checkbox"/> Bed time | <input type="checkbox"/> Food shopping |
| <input type="checkbox"/> Simple cooking | <input type="checkbox"/> Potty training | <input type="checkbox"/> Bottle & spoon feeding |
| <input type="checkbox"/> Help getting dressed | <input type="checkbox"/> Child with special needs | <input type="checkbox"/> Outings & excursions |

Please rate

- | | | | | |
|------------------------------|------------------------------------|-------------------------------|-------------------------------|------------------------------|
| Communication with children | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| Entertain/play with children | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| Patience | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| Flexibility | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| Able to follow instructions | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| Communication with adults | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| General work quality | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |
| General attitude | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> N/A |

Would you recommend this person to work with children? ☐ Yes ☐ No

Write a little summary about this future Au Pair: *(Please do not use more text than visible in the text field)*

Referee's name* Speak English ☐ Yes ☐ No

Email

Telephone

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

Signature

Date