



COVER LETTER AU PAIR APPLICATION PART ONE

When submitting applications to the au pair program we ask you to make sure that the application is complete and clear, preferably typed, but if not, with the use of black or blue ink.

A complete application (part one) must include:

- Contact form
- Au pair application form
- Childcare reference
- Professional reference
- Letter to host family
- Pictures
- Interview question form (to be submitted by your agency)
- English screening report (to be submitted by your agency)
- Reference verification (to be submitted by your agency)

Please send the documents to us as one PDF, in the given order.

Medical forms, police record, Consent from Au Pair candidate, ID, and other sensitive information should be attached in Part Two of the application.



CONTACT FORM

(Will not be distributed to host families until au pair contract is signed)

Atlantis ID (to be filled out by Atlantis Exchange): _____

To be filled in by the sending agency:

Sending agency: _____ **Responsible person:** _____

Personal Information Au Pair

First name: _____ Family Name: _____

Date of birth: _____ Gender: Male Female Other

Nationality: _____

Home address: _____

Mobile/Phone number (include country and area codes): _____

E-mail: _____

Are you on Facebook Skype; Skype ID _____

Your family (Parents or guardians)

First-, last name, parent #1 _____

First-, last name, parent #2 _____

Please fill in details below of one of the following persons: Parent #1 Parent #2

Phone number: _____ Street address: _____

E-mail: _____ Postal code, City: _____



ATLANTIS EXCHANGE AU PAIR APPLICATION FORM

Please complete the application in **digital format**.
Any handwritten attachment should be written in **easily read black capital letters**.

This part will be published on a password protected website, which all registered host families can access. Please keep this in mind when you are filling out this application.

Personal Information

First name: _____ Year of birth: _____

Nationality: _____ Gender: Male Female Other

About your stay

Earliest starting date: _____ Latest starting date: _____

Length of stay: _____

Preferred area: Flexible Big city Town Suburb Rural

If you cross of FLEXIBLE, you will be given priority; specific preferences might limit your choice and delay placement process

Would you accept an invitation from a single mother? Yes No

Would you accept an invitation from a single father? Yes No

Comments:

Your stay

What is your main reason for becoming an au pair?

Why did you choose Norway as your host country?

Do you have friends or relatives in Norway? Yes ☐ _____ No ☐

Have you lived away from home or traveled abroad before? If yes, please give details:

About you

What are your favorite things to do in your spare time?

What are your plans after completing your stay in Norway?

How would you describe your personality?

Introvert	Extrovert	Sportive	Adaptable
Direct	Patient	Creative	Subtle
Insecure	Formal	Enthusiastic	Considerable
Sense of humor	Independent	Spontaneous	Self-confident
Open-minded	Optimistic	Calm	Friendly
Reserved	Mature	Social	Energetic

Childcare experience

Do you have experience with children?

Yes ☐

Age group: _____

Describe your experience:

Do you have experience with children with special needs?

Yes

No

If yes, describe your experience:

Would you consider working for a family with children with special needs?

Yes ☐

No ☐

My skills:

Nappy changing

Help with homework

Bath time

Outings & excursions

Feeding

Help getting dressed

Bed time

Playing and reading

Other

Additional information:

Housework experience

What is your experience with housework?

Good

Sufficient

Very little

None

Describe your housework experience:

English skills

Written: Very good ☐ Good Fair Poor ☐

Spoken: Very good ☐ Good Fair Poor ☐

How many years have you studied English?

Do you speak other languages? If so, please list them here:

General questions

Dairy preference: Vegetarian Vegan I eat fish, but not meat ☐

If vegetarian/vegan, are you willing to cook meat? Yes No ☐

Do you have any other special dietary requirements? Yes ☐ No ☐

If yes, please specify _____

Do you suffer of any allergies: Yes ☐ No ☐

If yes, please specify: _____

Do you smoke? Yes No ☐

Do you swim? Yes No If yes, how well? _____

Do you have additional abilities (like first aid course)? _____

Do you like animals? Yes ☐ No ☐

Would you take care of animals? Yes ☐ No ☐

Do you have a driving license? Yes ☐ No ☐

If yes, how much experience? _____

Would you accept to drive for the host family? Yes ☐ No ☐

Do you have any relevant higher education? Yes ☐ No ☐

If yes, please describe:

What is your current occupation? _____

Childcare reference

Name of applicant: _____

I know this person as our:

Babysitter	Nanny/Au-pair	Club leader
Employer	Religious leader	Trainee (learning to
Teacher-Tutor	Employee (nursery school)	be child carer)

Other (please specify) _____

☐ I confirm that ***the au pair candidate is not a family member or best friend***

I have known this person since _____

Number, gender and ages of children the candidate has been looking after:

Number: _____	Boy(s)	Age: _____
Number: _____	Girl(s)	Age: _____

Duties included

Changing nappies	<input type="checkbox"/>	Playing & reading	<input type="checkbox"/>
Outings & excursions	<input type="checkbox"/>	Putting to bed	<input type="checkbox"/>
Light housework	<input type="checkbox"/>	Caring for sick child	<input type="checkbox"/>
Food shopping	<input type="checkbox"/>	Potty training	<input type="checkbox"/>
Bath time	<input type="checkbox"/>	Spoon Feeding	<input type="checkbox"/>
Help with homework	<input type="checkbox"/>	Bottle feed & preparation	<input type="checkbox"/>
Help getting dressed	<input type="checkbox"/>	Simple cooking	<input type="checkbox"/>
Child under 2 years	<input type="checkbox"/>	Other	<input type="checkbox"/>

If other, please specify _____

Please rate the candidate's skills:

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

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

Comments:

Referee's name*:

Referee's work position:

Does the referee speak English? Yes No

Address: _____

Telephone number: _____

(Daytime)
(Evening)

Date, Location

Referee's signature

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

Professional reference (to be filled by the referee)

Name of applicant: _____

Name of referee: _____

Referee's work position _____

Please fill in company name, complete address, telephone number, e-mail and website if existing

Please write down what work he/she has done and what experience you had with him/her

Date, location

Referee's signature

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

Letter to host family

Pictures from au pair