



Capaa



# PHOENIX Academy

Photograph

## Demi Pair / Au Pair Application Form

Family name:	
Given Name:	
Date of Birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Nationality:	
Passport No. :	
Address:	
Country:	Post Code:
Telephone:	
Email:	
Skype:	
Name and Address of Parents: (if different from above)	
Country:	Post Code:
Occupation (Father):	
Occupation (Mother):	
Applicants Present Occupation:	
What are your future plans?	
Emergency Contact (Relative or friend):	
Telephone:	
Email:	
Do you have siblings? YES <input type="checkbox"/> (Please give details & ages) NO <input type="checkbox"/>	
1. Name: _____	Age: _____
2. Name: _____	Age: _____
3. Name: _____	Age: _____
Preferred work start date:    /    /	
End date:    /    /	Number of weeks:
Would you consider extending the placement? (working holiday visa holders only)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have an international driving license?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Would you be willing to drive for your host family?	YES <input type="checkbox"/> NO <input type="checkbox"/>
How long have you had your license?	_____
How often do you drive?	_____
Do you smoke?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you willing to refrain from smoking in the house of the host family and in the presence of children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you suffer from allergies? Please specify below	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you like animals?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If No, please explain/give details:	

Do you have a special diet? If yes, please specify below	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you willing to prepare/cook meat?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you lived away from home for any length of time? (ie 2 months or more) If yes, please specify below	YES <input type="checkbox"/> NO <input type="checkbox"/>
What languages do you speak & what level of fluency? Beginner (B) Good (G) Advanced (A) Fluent (F)	
Describe all your child care experience (listing ages of children) in as much detail as possible. What were your responsibilities? (Attach extra page if more space is required)	
Have you taken any course related to childcare? If yes please attach documentation	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a police clearance not older than 2 years? If yes attach documentation	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a First Aid Certificate? If yes please attach documentation with completion date	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please list any other talents or skills which may be useful when responsible for children eg lifesaving, sports trainer	
What experience do you have in domestic work?	
Please describe your hobbies, interests and sports	
Are you a competent swimmer?	YES <input type="checkbox"/> NO <input type="checkbox"/>



## APPLICANTS PREFERENCES

Do you have experience with special needs children?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you willing to care for a special needs child?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Would you like to be placed in a family with children in the age of :		
<input type="checkbox"/> 0 - 12 months	<input type="checkbox"/> 3-6 years	
<input type="checkbox"/> 1-3 years	<input type="checkbox"/> 6-10 years	
	<input type="checkbox"/> older than 10 years	
Are you willing to work with a single mother or father?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If not please explain		

## WORKING OPTIONS

I would like to apply for ...	
<input type="checkbox"/> <b>OPTION ONE:</b> 15 hours per week & one night babysitting \$80 <i>(DEMI PAIRS ONLY - demi pairs can work up to 20 hours per week, additional hours \$10 per hour)</i>	
<input type="checkbox"/> <b>OPTION TWO:</b> 30 hours per week & one night babysitting \$170 <i>(AU PAIRS ONLY - au pairs can work fewer hours on agreement or additional hours at \$10 per hour)</i>	

## COURSE OPTIONS

I would like to study the following (you may choose more than one).
For more detail on any of the courses listed below please refer to Brochure.
<input type="checkbox"/> General English (Full Time Study)
<input type="checkbox"/> Cambridge First Certificate in English (FCE)*
<input type="checkbox"/> Cambridge Certificate of Advanced English (CAE)*
<input type="checkbox"/> Certificate IV in English for Academic Purposes (University Preparation)*
<input type="checkbox"/> Certificate IV in Adult Tertiary Preparation (University Foundation Studies)*
<input type="checkbox"/> Certificate IV un TESOL (Teacher Training)
<input type="checkbox"/> Diploma of Business
*(English and/or academic prerequisites apply)

## QUALIFICATION/ACADEMIC RECORD

(Attach certified translated copies of academic transcripts)
Highest Education Level (eg O Levels, A levels, university study)
Name of School:
Completion Date:
Intended final career:
Employment Experience YES <input type="checkbox"/> NO <input type="checkbox"/>
(Attach details of any relevant employment experience)

## ENGLISH LANGUAGE PROFICIENCY (tick appropriate box and attach results)

ELEMENTARY <input type="checkbox"/>	PRE-INTERMEDIATE <input type="checkbox"/>
INTERMEDIATE <input type="checkbox"/>	ADVANCED <input type="checkbox"/>
Please attach evidence if possible:	
IELTS (results):	
TOEFL (results):	
PELA Proficiency test:	
Other:	

## AIRPORT PICK UP & ARRIVAL ACCOMMODATION

Do you require airport pick up? YES <input type="checkbox"/> NO <input type="checkbox"/>
On Arrival Accomodation: The Coordinator will make every effort to place you with your host family directly. In the event that this is not possible you will be placed in the Phoenix Academy Student Residence.

## DECLARATION

I \_\_\_\_\_ declare that the information supplied in the application and supporting documentation is true and complete. I understand that Phoenix Academy reserve the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I agree that I have read, understood and agree to be bound by the conditions of enrolment, including the Cancellation and Refund policy of Phoenix Academy, for the Demi Pair/Au Pair Program and the courses I choose to study in.

Signature of Demi Pair/Au Pair:	Date
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OR

Signature of Authorised Representative:	Date
Name of Authorised Representative:	

**NB PLEASE CHECK WITH THE "APPLICANTS CHECKLIST" THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED.**

## Child Care Reference

Please note relatives may not complete this form!

Please complete in BLOCK CAPITALS IN BLACK INK

Name of Applicant: \_\_\_\_\_

How do you know the applicant? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For how long have you known the applicant? \_\_\_\_\_

For how long have you employed the applicant? \_\_\_\_\_

When did she/he last care for your children? \_\_\_\_\_

Did she/he work regularly or occasionally? \_\_\_\_\_

Please give the ages of the children she/he cared for: \_\_\_\_\_

\_\_\_\_\_

Please explain the applicant's duties at your home. Did she/he help with the household chores (cleaning, cooking, vacuuming etc) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did the applicant live with your family? If so, for how long: \_\_\_\_\_

\_\_\_\_\_

Please indicate the level of the applicant's skills and abilities in the following categories:

Love for the children:  Poor  Average  Good  Excellent  
 \_\_\_\_\_

Understanding of the children:  Poor  Average  Good  Excellent  
 \_\_\_\_\_

Responsibility:  Poor  Average  Good  Excellent  
 \_\_\_\_\_

Flexibility:  Poor  Average  Good  Excellent  
 \_\_\_\_\_

Punctuality:  Poor  Average  Good  Excellent  
 \_\_\_\_\_

Honesty:  Poor  Average  Good  Excellent  
 \_\_\_\_\_

Maturity:  Poor  Average  Good  Excellent  
 \_\_\_\_\_

Warmth/Compassion:  Poor  Average  Good  Excellent  
 \_\_\_\_\_

Ability to work with adults:

Poor  Average  Good  Excellent

\_\_\_\_\_

How would you describe the applicant?

Poor  Average  Good  Excellent

\_\_\_\_\_

Would you recommend the applicant to a foreign family?

Please give details  Poor  Average  Good  Excellent

\_\_\_\_\_

Please give your opinion of the applicant's ability to handle new situations and possible stress, culture shock etc.:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the applicant any health or family problems which may affect her/his participation in the program?  
 If yes please give details

YES  NO

To the best of your knowledge, has the applicant ever been convicted or charged with a criminal offence.  
 If yes please give details

YES  NO

You may be telephoned to discuss this reference.

Do you speak English? YES  NO

Best time to call: \_\_\_\_\_

Full name in capital letters \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel. Work: \_\_\_\_\_

Tel. Home: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

## Child Care Reference

Please note relatives may not complete this form!

Please complete in BLOCK CAPITALS IN BLACK INK

Name of Applicant:

How do you know the applicant?

For how long have you known the applicant?

For how long have you employed the applicant?

When did she/he last care for your children?

Did she/he work regularly or occasionally?

Please give the ages of the children she/he cared for:

Please explain the applicant's duties at your home. Did she/he help with the household chores (cleaning, cooking, vacuuming etc)

Did the applicant live with your family? If so, for how long:

Please indicate the level of the applicant's skills and abilities in the following categories:

Love for the children:  Poor  Average  Good  Excellent

Understanding of the children:  Poor  Average  Good  Excellent

Responsibility:  Poor  Average  Good  Excellent

Flexibility:  Poor  Average  Good  Excellent

Punctuality:  Poor  Average  Good  Excellent

Honesty:  Poor  Average  Good  Excellent

Maturity:  Poor  Average  Good  Excellent

Warmth/Compassion:  Poor  Average  Good  Excellent

Ability to work with adults:

Poor  Average  Good  Excellent

How would you describe the applicant?

Poor  Average  Good  Excellent

Would you recommend the applicant to a foreign family?

Please give details  Poor  Average  Good  Excellent

Please give your opinion of the applicant's ability to handle new situations and possible stress, culture shock etc.:

Has the applicant any health or family problems which may affect her/his participation in the program?  
*If yes please give details*

YES  NO

To the best of your knowledge, has the applicant ever been convicted or charged with a criminal offence.  
*If yes please give details*

YES  NO

You may be telephoned to discuss this reference.

Do you speak English? YES  NO

Best time to call:

Full name in capital letters

Address

Country:

Postcode:

Tel. Work:

Tel. Home:

Signature:

Date:



## Child Care Reference

Please note relatives may not complete this form!

Please complete in BLOCK CAPITALS IN BLACK INK

Name of Applicant: \_\_\_\_\_

How do you know the applicant? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For how long have you known the applicant? \_\_\_\_\_

\_\_\_\_\_

For how long have you employed the applicant? \_\_\_\_\_

\_\_\_\_\_

When did she/he last care for your children? \_\_\_\_\_

\_\_\_\_\_

Did she/he work regularly or occasionally? \_\_\_\_\_

\_\_\_\_\_

Please give the ages of the children she/he cared for: \_\_\_\_\_

\_\_\_\_\_

Please explain the applicant's duties at your home. Did she/he help with the household chores (cleaning, cooking, vacuuming etc) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did the applicant live with your family? If so, for how long: \_\_\_\_\_

\_\_\_\_\_

Please indicate the level of the applicant's skills and abilities in the following categories:

Love for the children:  Poor  Average  Good  Excellent

\_\_\_\_\_

Understanding of the children:  Poor  Average  Good  Excellent

\_\_\_\_\_

Responsibility:  Poor  Average  Good  Excellent

\_\_\_\_\_

Flexibility:  Poor  Average  Good  Excellent

\_\_\_\_\_

Punctuality:  Poor  Average  Good  Excellent

\_\_\_\_\_

Honesty:  Poor  Average  Good  Excellent

\_\_\_\_\_

Maturity:  Poor  Average  Good  Excellent

\_\_\_\_\_

Warmth/Compassion:  Poor  Average  Good  Excellent

\_\_\_\_\_

Ability to work with adults:

Poor  Average  Good  Excellent

\_\_\_\_\_

How would you describe the applicant?

Poor  Average  Good  Excellent

\_\_\_\_\_

Would you recommend the applicant to a foreign family?

Please give details  Poor  Average  Good  Excellent

\_\_\_\_\_

Please give your opinion of the applicant's ability to handle new situations and possible stress, culture shock etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the applicant any health or family problems which may affect her/his participation in the program?  
*If yes please give details*

YES  NO

To the best of your knowledge, has the applicant ever been convicted or charged with a criminal offence.  
*If yes please give details*

YES  NO

You may be telephoned to discuss this reference.

Do you speak English? YES  NO

Best time to call: \_\_\_\_\_

Full name in capital letters \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Country: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel. Work: \_\_\_\_\_

Tel. Home: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

## DEMI PAIR / AU PAIR CHARACTER REFERENCE

<b>Please note relatives may not complete this form!</b>	
<b>Please complete in BLOCK CAPITALS IN BLACK INK</b>	
Name of Applicant:	
How do you know the applicant?	
How long have you known the applicant?	
Would you recommend the applicant for placement as a Demi Pair/Au Pair? Please give your reasons in as much detail as possible	
How would you describe the applicant?	
Has the applicant any health or family problems which may affect their participation in the program?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please give your opinion of the applicant's ability to handle new situations and possible stress, culture shock etc.	
Please comment on the applicant's abilities and qualities in the following areas:	
<b>HONESTY:</b>	
<b>PUNCTUALITY:</b>	
<b>RESPONSIBILITY/MATURITY:</b>	

<b>COMMUNICATION SKILLS:</b>	
<b>LOVE OF CHILDREN:</b>	
<b>FLEXIBILITY:</b>	
To the best of your knowledge, has the applicant ever been convicted or charged with a criminal offence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>If yes please give details:</i>	
<b>You may be telephoned to discuss this reference.</b>	
Do you speak English?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Best time to call:	
Full name in capital letters	
Address	
Country:	Postcode:
Tel. Work:	
Tel. Home:	
Signature:	
Date:	



## DEMI PAIR / AU PAIR CHARACTER REFERENCE

**Please note relatives may not complete this form!**  
**Please complete in BLOCK CAPITALS IN BLACK INK**

Name of Applicant:

How do you know the applicant?

---

---

---

---

How long have you known the applicant?

Would you recommend the applicant for placement as a Demi Pair/Au Pair? Please give your reasons in as much detail as possible

---

---

---

---

How would you describe the applicant?

---

---

---

---

Has the applicant any health or family problems which may affect their participation in the program? YES  NO

Please give your opinion of the applicant's ability to handle new situations and possible stress, culture shock etc.

---

---

---

---

Please comment on the applicant's abilities and qualities in the following areas:

HONESTY:

---

---

---

---

PUNCTUALITY:

---

---

---

---

RESPONSIBILITY/MATURITY:

---

---

---

---

COMMUNICATION SKILLS:

---

---

---

---

LOVE OF CHILDREN:

---

---

---

---

FLEXIBILITY:

---

---

---

---

To the best of your knowledge, has the applicant ever been convicted or charged with a criminal offence? YES  NO

*If yes please give details:*

---

---

---

---

**You may be telephoned to discuss this reference.**

Do you speak English? YES  NO

Best time to call:

Full name in capital letters

---

---

---

---

Address

Country: Postcode:

Tel. Work:

Tel. Home:

Signature:

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---

---

---

Date:



**PHOENIX**  
Academy

## Dear Host Family

Type or write below a nice letter to your future host family telling them more about yourself. This letter has to be written in English. You can tell the family why you would like to be a Demi/Au Pair, about your child care experiences and other things that are important to you. Make sure this is an enthusiastic letter, so your future host family gets a good impression of you.

A series of horizontal dotted lines for writing the letter.





## Dear Host Family

You can use this page for pictures of your friends and family. Pictures in which you are actively involved with children are important! Try to use clear pictures and give an explanation (in English) with each picture. This way your host family can get a good impression of your life.

## MEDICAL Certificate

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

The candidate named above has applied for participation in an Au Pair Exchange Program in Australia. If accepted, the applicant will spend several months with an Australian host family, joining in their home and providing child care assistance.

Has the applicant ever had or do they suffer from any of the following illnesses/conditions?

ASTHMA                      YES       NO                       EPILEPSY                      YES       NO

DIABETES                      YES       NO                       RHEUMATIC FEVER                      YES       NO

HAY-FEVER                      YES       NO                       ALLERGIES                      YES       NO

ANXIETY/DEPRESSION                      YES       NO                       DRUG PROBLEM                      YES       NO

EATING DISORDER                      YES       NO                       OTHER                      YES       NO

For 'Yes' responses, please provide details including dates and treatment below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the applicant currently taking medication? If so, please state for what ailment:

\_\_\_\_\_  
\_\_\_\_\_

In my professional opinion the general state of the application's health is: (tick one)

Excellent                       Good                       Fair                       Poor

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Doctor's stamp & signature: \_\_\_\_\_

Date: \_\_\_\_\_



## DEMI PAIR / AU PAIR PHOENIX AGREEMENT

1. I confirm that I have read all written material provided by the Demi Pair/Au Pair agency in my home country and host country and that I fulfill all criteria. I understand that the Demi Pair/Au Pair program is a cultural exchange program and not a contract of work. I am aware that being a Demi Pair/Au Pair requires a high degree of both responsibility and flexibility and that I must take my duties seriously.
2. I confirm that I have answered all questions honestly and that all information in the application is true.
3. I shall familiarize myself with all visa requirements. I shall obtain necessary documents ( eg a valid passport ) prior to departure and shall not enter my host country without the appropriate visa (Student Visa or Working Visa)
4. I understand that my first week at the Academy will be my Orientation Week and I will not be working as a Demi Pair/Au Pair. I agree that I will submit my passport to the Phoenix Academy Registrar on my first day so that my work rights application can be submitted.
5. I agree to cover all costs for language courses, travel to and from my host country (unless otherwise stated in the program guidelines) and any debt incurred (eg telephone bills, etc). I shall bring emergency funds with me as recommended by the Demi Pair/Au Pair agency) to pay for unseen expenses.
6. I am familiar with and agree to abide by all program guidelines and conditions, in particular those regarding: the number and distribution of working hours, Demi Pair/Au Pair duties, pocket money, free time, holidays, language course, transportation costs, insurance and the termination of Demi Pair/Au Pair agreement.
7. Upon arrival in my host country, I shall discuss in detail with my host family the daily/weekly routine and our expectations of the Demi Pair/Au Pair Program.
8. Upon arrival in Australia I agree to apply & pay for a Working With Children Check. I understand that this is compulsory and I cannot work without it.
9. I shall carry out my childcare duties and light household duties with diligence. In addition to my Demi Pair/Au Pair duties, I agree to keep my room clean and neat and to make a fair contribution to the cleanliness of the "common areas" of my host family's home.
10. I agree to abide by all rules set by the host family (eg use of the telephone/internet and facilities within the home, daytime and overnight visitors, curfew, smoking etc.) During my stay I shall behave in a manner which does not reflect badly upon my host family, both Demi Pair/Au Pair agencies or my home country.
11. I shall seek the advice of the host family before administering any form of discipline on the children. Under no circumstances shall I hit the children or leave them alone.
12. I shall discuss with my host family any arrangements for holidays well in advance.
13. I shall make a concerted effort to experience the culture of my host country and to learn the language. I shall respect cultural differences and display tolerance towards others.
14. I realize that the success of my Demi Pair/Au Pair stay depends largely on my own initiative. I shall try to integrate myself into family life and, should any problem arise, communicate openly with the family and co-ordinator and seek a solution.
15. If I have any problems or questions which cannot be discussed or resolved with my host family I shall contact the Coordinator for assistance.
16. I shall make every effort to resolve any differences with my host family. If no solution can be reached and I decide to leave the family, I agree to give 14 days advance notice. During this time period, I shall perform my normal duties and receive room, board, and pocket money. If I request to be placed with a new family, I realize this might involve moving to the Phoenix Academy student residence for an interim period.
17. I understand that I shall be expelled from the program and must return home if:
  - I fail to abide by this agreement or program guidelines.
  - I falsify any information in my application ( eg regarding smoking, childcare experience, health,etc)
  - I consume alcohol or found to be under the influence of alcohol (or other illegal drugs) when I am in charge of the children.
  - I am responsible for repeated problems with more than one family.
  - I disobey the laws of my host country and visa regulations.
18. I also agree to
  - Keep the personal and business affairs of the family confidential at all times, and not to discuss any grievances with my classmates/friends.
  - To smoke outside only (if you are a smoker).
19. I agree to leave my host country before my visa expires.
20. I shall not undertake any other paid employment without consulting my host family and will perform those tasks related to the Demi Pair/Au Pair program as required by my host family.
21. Should I decide to cancel my application, I shall inform the Demi Pair/Au Pair agency at once.
22. I shall notify the Demi Pair/Au Pair agency immediately if there are any changes to the information included in my application.
23. I understand that the Academy accepts no responsibility or liability made by a host family for any claims arising from an introduction to a student.
24. I shall inform the Academy/Co ordinator if I choose to extend my placement with my host family beyond 6 months. I will seek the Academy's advice on how to extend my Working Holiday Visa.

DEMI PAIR / AU PAIR NAME (IN BOLD PRINT)

Signature

Date

WITNESS (FULL NAME IN CAPITAL LETTERS)

Signature

Date



## DEMI PAIR / AU PAIR HOST FAMILY APPLICATION FORM

Please complete in BLOCK CAPITALS IN BLACK INK

### GENERAL INFORMATION

Family Name: \_\_\_\_\_

Mother's Given Name: \_\_\_\_\_

Father's Given Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Tel. (Home): \_\_\_\_\_ Tel. (Work): \_\_\_\_\_

Tel. (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_

Skype contact: \_\_\_\_\_

### DETAILS OF FAMILY

Mother's Nationality: \_\_\_\_\_

Occupation: \_\_\_\_\_

Working Hours: \_\_\_\_\_

Father's Nationality: \_\_\_\_\_

Occupation: \_\_\_\_\_

Working Hours: \_\_\_\_\_

Emergency Contact name: \_\_\_\_\_

Tel. : \_\_\_\_\_

### DETAILS OF CHILDREN

Name: \_\_\_\_\_

D.O.B: \ \ AGE: MALE  FEMALE

Name: \_\_\_\_\_

D.O.B: \ \ AGE: MALE  FEMALE

Name: \_\_\_\_\_

D.O.B: \ \ AGE: MALE  FEMALE

Name: \_\_\_\_\_

D.O.B: \ \ AGE: MALE  FEMALE

Name: \_\_\_\_\_

D.O.B: \ \ AGE: MALE  FEMALE

Do your children require any special medical attention? YES  NO

If yes specify below \_\_\_\_\_

Describe the Demi /Au Pair bedroom \_\_\_\_\_

Do you have any pets? If yes specify below YES  NO

Please describe your family's favourite activities/hobbies: \_\_\_\_\_

Please describe your home: \_\_\_\_\_

Preferred Start Date: \_\_\_\_\_

For how long do you require the services of the Demi Pair/Au Pair?  
Months \_\_\_\_\_

Do you require the Demi Pair/Au Pair to drive? YES  NO

Please describe what you consider to be the main role of your Demi Pair/Au Pair: \_\_\_\_\_

Please give any other information that you think may be useful: \_\_\_\_\_

What is the approximate travelling time to the Academy/Leederville? \_\_\_\_\_

By bus/train: \_\_\_\_\_ By car: \_\_\_\_\_

Please attach the following documents:

- LETTER OF INTRODUCTION
- FAMILY PHOTOGRAPH
- COPY OF DOMESTIC WORKER'S COMPENSATION POLICY
- POLCE CLEARANCE (COMPULSORY FOR ALL FAMILY MEMBERS OVER 18 YEARS)

Please tick the option that best suits your family:

- OPTION ONE:** 15 hours per week & one night babysitting \$80  
(DEMI PAIRS ONLY - demi pairs can work up to 20 hours per week, additional hours \$10 per hour)
- OPTION TWO:** 30 hours per week & one night babysitting \$170  
(AU PAIRS ONLY - au pairs can work fewer hours on agreement or additional hours at \$10 per hour)

Please send your application along with the above documents to

PHOENIX ACADEMY

PO BOX 256, Leederville 6903

WESTERN AUSTRALIA

OR Apply online at [www.phoenix.wa.edu.au](http://www.phoenix.wa.edu.au)

Tel: (08) 9235 6000 Fax: (08) 9235 6005

Mobile: 0438060763 (Ann)

Email: [ann.lyall@phoenix.wa.edu.au](mailto:ann.lyall@phoenix.wa.edu.au)

Web: [www.phoenix.wa.edu.au](http://www.phoenix.wa.edu.au)



## DEMI PAIR / AU PAIR HOST FAMILY CONTRACT

### INTRODUCTION

The Demi Pair/Au Pair Programme is designed for students who want to work for and live with an Australian family while they follow language studies in Perth, Western Australia. The program is available to female students over the age of 18 whose applications have been processed and verified by the Academy prior to arrival in Australia. Please read the following details carefully.

### BOARD AND LODGINGS

This is read to mean that in exchange for their agreed hours per week of work, Demi Pair/Au Pairs will receive full board (3 meals a day, 7 days a week) and lodging in their own private room.

### WORKING HOURS

There are two options available. Demi Pair/Au Pairs are not required to work during school time (unless special arrangements are made within this contract for picking up and dropping off children). Demi Pair/Au Pairs need to be paid on a weekly basis. Alternative work options need to be agreed upon with the Co-ordinator and Demi Pair/Au Pair, please outline in this contract.

### FREE TIME

A minimum of one full day off per week (usually Sunday) providing that the Demi Pair/Au Pair has completed her duty hours for the week. Flexibility with the hours is expected of the Demi Pair/Au Pair and is to be negotiated with families.

### REMUNERATION

#### Demi Pair:

There is the opportunity for the Demi Pair/Au Pair to earn more by working additional hours for a recommended payment of \$10 per hour, to be negotiated with the Demi Pair in advance.

Please note, that due to immigration restrictions on a student visa, Demi Pairs may not work more than 20 hours/week.

#### AU PAIR

As above, however there is no restriction on the additional hours worked.

### TERMINATION

In the case of the placement not working out and the Co-ordinator deems it necessary to terminate the placement, two weeks notice is to be given to the family or the Demi Pair/Au pair depending on the circumstances. This allows for a replacement to be found as early as possible. Under no circumstances is the contract to be terminated by either party without advising the Co-ordinator.

### ORIENTATION - ADVICE TO FAMILIES

In the Demi Pair/Au Pair's first week at school, Orientation Week, the Demi Pair/Au Pair where possible stays with the host family but does not work. We encourage you to use this week to sit down with your Demi Pair/Au Pair and they should shadow you in this week so as to learn the duties required. This week also gives them time to settle into school life and discuss any queries they may have with the Co-ordinator before commencing work as a Demi Pair/Au pair.

PLEASE REMEMBER: The Demi Pair/Au pair becomes part of your family and at no time is to be treated as "Hired Help".

### CONFIDENTIALITY

The Demi Pair/Au Pair agrees to keep the personal and business affairs of the family confidential at all times, and not to discuss any grievances with her classmates or other families. It is also forbidden to place any information, including photo of the Host Family on Internet sites/chat-lines, without permission of the family.

### DRUGS AND ALCOHOL

The Demi Pair/Au Pair must never consume alcohol or be under the influence of alcohol ( or other illegal drugs) when she is in charge of the children. Failure to comply with the alcohol and drug guidelines will result in the Demi Pair/Au Pair being asked to leave the program.

### SMOKING

The majority of families require non-smokers. If your Demi Pair/Au pair is a smoker, she will be prepared to smoke outside the house only.

### TRUSTWORTHINESS AND RESPONSIBILITY

These are of vital importance. Having children in her care requires the Demi Pair/Au Pair to be alert, level headed and use common sense so that she can assume control of different day-to-day situations. Should the family feel at any time that the Demi Pair/Au Pair is not fulfilling this requirement the Academy needs to be notified immediately.

### LENGTH OF STAY

The length of stay will depend on the length of the English Course. For Demi Pairs the minimum placement is for three months, the maximum being one year. If Demi Pair/Au Pairs staying longer than 6 months are required to change family, the Academy undertakes to find the Demi Pair/Au Pair a replacement family. The Demi Pair/Au pair may not change or leave the family without the permission of the Academy. If she does, she will be in breach of the contract and will have to pay for alternative accommodation.

*Note: au pairs have the option of extending their working holiday visa to stay on with the same family for up to 12 months. Conditions apply - please contact the Academy/Co-ordinator for further information.*



### CONDITIONS OF ENROLMENT

- 1) The academy has the right to modify the program at any time.
- 2) Should the Demi Pair/Au Pair wish to take leave outside her one day off per week this needs to be negotiated with the family and one week's notice is required. The Demi Pair/Au Pair does not receive payment for the period of leave. Placement over 6 months, paid leave will apply.
- 3) Should the family be away from home with the children for a period the Demi Pair/Au Pair will receive full board and will receive a minimum payment of \$80 per week as in Option 1. They can maintain household duties while the family is away.
- 4) In the case of a child being sick the Demi Pair/Au Pair may be needed to care for the child, she will be excused from class for a maximum of five days. This will be added on to her course.
- 5) The Academy reserves the right to defer or cancel a placement if it is found that after a minimum period of two weeks the Demi Pair/Au Pair:
  - Does not have sufficient competency or interest in childcare/ household duties.
  - Does not have the English competency to cope with the job
  - Shows inappropriate behaviour in the placement family
  - Is lacking in initiative and not completing the household or childcare duties as required in the contract.

Should such circumstances occur the Academy will decide whether to endeavour to find a replacement family for the Demi Pair/Au Pair, however, in the interim period it is the responsibility of the Demi Pair/Au Pair to pay the cost of accommodation.
- 6) The Academy reserves the right to defer or cancel the placement if it is found that after a minimum period of two weeks the host family is not abiding by the contract agreed upon. Should such circumstances occur the Academy undertakes to find a replacement family for the Demi Pair/Au Pair. The cost of accommodation incurred by the Demi Pair/Au Pair in the interim will be paid for by the Academy.
- 7) The Academy accepts no responsibility or liability made by a host family for any claims arising from an introduction to a Demi Pair/Au Pair student.

### AGREED DEMI PAIR/AU PAIR DUTIES

As indicated below, the following duties and conditions have been agreed on by the Demi Pair/Au Pair, the Academy and host family for the term of this contract only. Any further amendments to this contract need to be approved by the Academy.

#### Host Family to tick required duties:

#### LIGHT HOUSEHOLD DUTIES

- Washing and vacuuming the floors
- Dusting and tidying the living areas
- Helping with washing, folding and ironing clothes
- Tidying the children's rooms and playroom
- Cleaning the children's bathroom
- Setting the table and clearing up after meals
- Helping the parents in the preparation of meals

#### CHILDCARE DUTIES

- Bathing and dressing the children
- Taking the kids for a walk/to the beach or park
- Feeding the children/Supervising meal times
- Babysitting
- Supervision during playtime
- Supervising/helping with homework
- Dropping off/Picking up from school (specify times below)
- Drop off/pick up from sporting or leisure activities

Other:

1.
2.
3.

NOTE: Phoenix English Language Academy has undertaken comprehensive background checks on all Demi Pair/Au Pair applicants and is neither liable nor responsible for any claims arising between the Host family and the Demi Pair/Au Pair student.

Please tick the option that best suits your family

- OPTION ONE:** 15 hours per week & one night babysitting \$80  
(DEMI PAIRS ONLY - demi pairs can work up to 20 hours per week, additional hours \$10 per hour)
- OPTION TWO:** 30 hours per week & one night babysitting \$170  
(AU PAIRS ONLY - au pairs can work fewer hours on agreement or additional hours at \$10 per hour)

### DECLARATION

I, THE UNDERSIGNED, CONFIRM THAT I HAVE READ AND UNDERSTOOD ALL OF THE INFORMATION HEREIN. I AGREE TO ABIDE BY ALL THE CONDITIONS OUTLINED ABOVE AND TO PAY THE MANAGEMENT FEE IN FULL PRIOR TO THE ARRIVAL OF THE DEMI/AU PAIR.

This contract is valid for the period dating from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### DEMI PAIR / AU PAIR NAME (IN BOLD PRINT)

Signature

Date

#### HOST FAMILY (full name of one parent in bold print)

Signature

Date