

ASE

Aupair Service Europe

Sean Chearta, Lisladeen, Berrings, Co. Cork, Ireland
Tel 087-9956218 / 087-3142909 Fax 021-4847675
www.aupairserviceeurope.com
info@aupairserviceeurope.com

Dear Family,

Thank you for your enquiry about hosting an Aupair.

Aupair Service Europe specialises in the placement of German Aupairs and offers a unique service in Ireland including the following:

- Provision of ongoing support to Aupairs during their stay
- Access to German-speaking staff (a German national) at all times
- Fixed weekly support meetings in Cork City Centre for existing and new Aupairs.
- Two pre-arranged cultural and sight-seeing trips per year at a reduced rate.
- English language classes for aupairs at aupair-friendly times

Please complete and return the application form* (starting on page 2) to the address above **along with the following:**

1. **A signed copy of our terms and conditions** of business.
2. **A registration fee of €100.00.** (Please make cheques/bank drafts payable to "Aupair Service Europe".) This is an administration fee and is non-refundable unless we are unable to provide you with an aupair. This fee is deducted from the final placement fee, payable once details of your Aupair's travel arrangements have been confirmed.

In the meantime please prepare:

A SHORT LETTER OF INTRODUCTION to your Aupair – this should include information on the members of your family, your interests, a description of your home and surrounding area, the accommodation being provided for your Aupair, details of your children and what expectations you have of your Aupair. Your Aupair will be keen to learn all about you.

A SAMPLE DAILY SCHEDULE for your Aupair including the tasks which your Aupair is to perform. This is intended merely as a guide for your Aupair and will be subject to change. Include some photos of your family if possible.

These items can later be sent to your prospective Aupair.

Joachim Krautz, Aupair Service Europe

**Please note that a completed application form does not guarantee placement of an Aupair*



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Application Form for Host Families, page 1

Please complete this application in as much detail as possible in order to ensure a successful placement. Your information will be read by your Aupair. Please complete using BLACK INK.

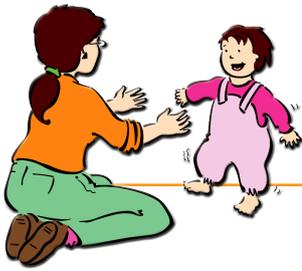
Requested Start Date: _____ Length of stay: _____

FAMILY DETAILS	
Name	
Address	
Home phone number	
Fax number	
Email address	

	Mother/Partner	Father/Partner
Surname		
First name		
Nationality		
Date of Birth		
Occupation		
Hours of work		
Do you work nights?		
<i>If yes, how frequently?</i>		
Do you work weekends?		
<i>If yes, how frequently?</i>		

CHILDREN			
Name	Sex	Date of Birth	Attends playschool? (Y/N)

New baby expected: (Y/N) _____ Approx. Date: _____



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Application Form for Host Families, page 2

GENERAL

Do you have any children with disabilities or special needs? YES NO (Circle, as appropriate.)

If yes, please provide details below:

Have you had an Aupair before?..... YES / NO (Circle, as appropriate.)

If yes, when? _____

Do you have hired household help? YES / NO (Circle, as appropriate.)

If yes, how often: _____

Do you or your partner smoke? YES / NO (Circle, as appropriate.)

Are their other persons living with you?..... YES / NO (Circle, as appropriate.)

If yes, please state name & relationship: _____

Are there any other aspects of your family life, which should be given consideration, for example:

Vegetarian diet: _____

How would you describe the area in which you live?..... City / City Suburb / Small Town / Village / Rural Area.

Is there public transport from your home to the City centre / Town?..... YES / NO (Circle, as appropriate.)

May the Aupair attend language classes if she so desires?..... YES / NO (Circle, as appropriate.)

Do you have pets?..... YES / NO (Circle, as appropriate.)

If yes, please state types of animals, and whether or not your Aupair will have to care for them: _____

Are you willing to accept an Aupair who smokes? YES / NO / YES, but not in our home.

Do you require that your Aupair hold a driving licence? YES / NO (Circle, as appropriate.)



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Application Form for Host Families, page 3

Will your Aupair have her own separate room? YES / NO / (Will share with child)

Duties	Monday	Tuesday	Wednesday	Thursday	Friday
Cooking					
Cleaning					
Childcare					
Other (driving, etc)					
Weekend duties					

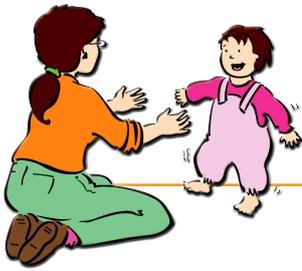
Weekly pocket money offered: _____

Description of aupair's accommodation:

MISCELLANEOUS	
Will you provide a car for childcare duties?	
Will you provide a car for private use?	
Hours per week required of aupair:	
Hours per weekend required of aupair:	
Time off for aupair, including leave:	
Will you permit friends and / or boyfriends to visit?	
Will you permit use of the family TV?	
Will your aupair have access to the Internet?	
Will you permit use of the family phone?	
Will you assist with transport to language classes, e.g. giving lifts, paying bus fare?	

ADDITIONAL INFORMATION

Please provide any further information that you feel would be relevant for a successful placement (please use additional pages if required.)



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Application Form for Host Families, page 4

Dear Client Family,

This document constitutes the Terms and Conditions governing the arrangement between you, "the Client", & us, "the Agency", (hereinafter referred to as "Terms and Conditions of Business"). It is very important that you read this document carefully. You must sign & return it to us stating that you have both read and understood the Terms & Conditions of Business, before an Aupair placement can be confirmed.

TERMS & CONDITIONS OF BUSINESS

The engagement of an applicant is deemed to be an acceptance of our Terms & Conditions of Business upon which engagement and acceptance the relevant fee is payable. The agency fees ("the Placement Fee") are for the introduction of the Aupair only and do not include any pocket money to be paid to the Aupair at regular intervals or otherwise, or any other payment whatsoever howsoever occurring.

If the Aupair leaves or is asked to leave within the first four weeks, a replacement aupair will be provided at no extra cost provided the Client has complied with the Terms & Conditions of Business, and subject to availability of a replacement Aupair. In the event that an aupair's engagement is to end, a minimum of one week's notice must be given by the Client to the Aupair. During that period, board & lodging must continue to be provided and pocket money must be paid by the Client to the aupair. Furthermore, the Aupair must continue to carry out his/her duties as before. In the case of any serious misconduct by the Aupair, the Client may terminate the engagement with immediate effect but must provide alternative accommodation for a period of 48 hours from the date of termination. No further replacement aupair will be provided, nor will a refund be made if the engagement of a replacement Aupair is terminated, for whatever reason. The Aupair shall be entitled to terminate his/her engagement with immediate effect in the event of unreasonable demands by the Client, with the Client forfeiting their rights to a replacement/refund. In the event of a suitable Aupair not being available on the premature termination of a placement, a refund will be made in accordance with the following conditions:

*If placement ends within 2 weeks : one half of the Placement Fee will be refunded. *If placement ends within 4 weeks: one third of the Placement Fee will be refunded. *If the placement lasts more than 4 weeks, NO refund will be made.

IMPORTANT: PLEASE NOTE: the above refunds will only be paid if our invoice has been paid within 14 days of receipt of the invoice.

Refunds will not be made:

- *should the Client not allow the Agency a reasonable period of time to find a replacement Aupair.
- *if the Client makes alternative arrangements which result in the services of the Aupair no longer being required.
- *If the Aupair's departure is as a result of unreasonable demands on the part of the Client, eg: too many hours, no free days. In this case, there will be no obligation on the part of the Agency to provide a replacement Aupair.
- * if our Terms & Conditions of Business have not been adhered to by the Client
- *if the Agency is not informed *in writing* immediately on notice of termination being given to the aupair.

The Agency acts as an introduction agency only. We DO NOT check Aupairs' references but we will not send the Client information on an Aupair that has not provided us with references. We advise all families to check these references and that the final responsibility for doing so rests with the Client. The Agency shall in no circumstances be liable for any damage, loss, expense, delay or injury to property or persons from any act or omission however so arising, even if the omission is fraudulent or negligent and from any inconvenience suffered or incurred by the Client in employing the Aupair. In this regard the Client hereby indemnifies the Agency from any loss suffered by any party as a result of the acts or omissions of the Aupair while in the care of the Client.

ANY AND ALL DOCUMENTS SENT TO YOU REGARDING AN AUPAIR ARE CONFIDENTIAL & ENTRUSTED TO YOU ON LOAN. IF YOU DECIDE NOT TO INVITE AN AUPAIR, YOU MUST RETURN ALL DOCUMENTS TO THE AGENCY IMMEDIATELY.

In the event of an Aupair being unsuitable, the Agency will endeavour to provide a replacement Aupair for the Client, subject to availability. Please be aware that, given the nature of the cultural exchange formula between Aupair and Host Family, it occasionally arises that an insurmountable personality-related incompatibility results in the early departure of an Aupair from the home of the Host Family. The agency cannot be held responsible for such an eventuality but may, depending on the circumstances, offer a partial discount for a replacement Aupair, should a suitable replacement be available.

It is our sincere hope that having an Aupair will be a positive and worthwhile experience for you and your family. We will do all we can to facilitate this. Please note, however, that the Agency will adhere strictly to the Terms & Conditions set out above.

Agency fees:

The total Placement Fee for an Aupair is €595.00 for a long-term placement ("long-term" is a period of not less than 5 months) **and €295.00 for a short term or Summer placement** ("short-term" is a period of up to 5 months).

The Placement Fee is payable within 14 days of receipt of our invoice to ensure that you qualify for the replacement / refund terms. (Please read the "Terms & Conditions of Business" above.) Your registration fee of €100.00 is deductible from the total Placement Fee payable.

Where the client requires a long term placement of 12 months and this is not possible via a single placement, the Agency's total fee will not exceed € 750.00 within the 12-month period, provided that the Terms & Conditions have been complied with.

I have read and agree to the terms and conditions set forth above.

Signed _____ Date _____