

## Au Pair Agreement

1. I \_\_\_\_\_ confirm that I have read all written materials provided by the au pair agency in my home country and my host country and that I fulfil all criteria. I understand that the au pair programme is a cultural exchange programme and not a contract of work. I am aware that being an 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. After confirmation of placement, I shall stay in touch with my host family and shall inform them of my travel arrangements. I agree not to travel to my host family until I have received an official confirmation of placement from the au pair agency.
4. I shall familiarise myself with all (if any) visa requirements. I shall obtain necessary documents (e.g. valid passport) prior to departure and shall not enter my host country without a proper visa (if required).
5. I agree to cover all costs for language courses, travel to and from my host country (unless otherwise stated in the programme guidelines) and any debts incurred (e.g. telephone bills, etc.). I shall bring emergency funds with me (as recommended by the au pair agency) to pay for unforeseen expenses.
6. I am familiar with and agree to abide by all programme guidelines and conditions, in particular those regarding: the number and distribution of working hours, au pair duties, pocket money, free time, holidays, language courses, transportation, costs, insurance and the termination of an au pair arrangement.
7. Upon arrival in my host country, I shall discuss in detail with my host family the daily or weekly routine, as well as my as well as theirs expectations of the au pair programme.
8. I shall carry out my childcare and light housekeeping duties with diligence. In addition to my 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.
9. I agree to abide by all house rules set by the host family (e.g. use of the telephone 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, either au pair agencies or my home country.
10. I shall seek the advice of the host family before administering any of discipline on the children. Under no circumstances shall I hit the children or leave them alone.
11. I shall discuss with my host family any arrangements for holidays well in advance.
12. 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.
13. I realise that the success of my au pair stay depends largely on my own initiative. I shall try to integrate myself into family life and, should any problems arise, communicate openly with the family and actively see a solution.
14. If I have any problems or questions, which cannot be discussed and resolved with the host family, I shall contact the au pair agency in my host country for assistance.
15. I shall make every effort to resolve any differences with my host family. If no solution can be reached and I decided to leave the family, I agree to give advanced notice (in accordance with programme guidelines). 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 realise this might involve moving to a different area/city.
16. I understand that I shall be expelled from the programme and must return home if
  - ✓ I fail to abide by this agreement or programme guideline.
  - ✓ I falsify any information in my application (e.g. regarding smoking, childcare experience, health, etc.).
  - ✓ I begin my au pair stay before receiving an official confirmation of placement from the au pair agency or a proper visa.
  - ✓ I am responsible for repeated problems with several families.
  - ✓ I disobey the laws of my host country.
17. I agree to leave my host country before my visa or residency permit expires (if applicable).
18. I shall not undertake any other paid employment and will perform only those tasks related to the au pair programme.
19. Should I decide to cancel my application, I shall inform the au pair agency at once.
20. I shall notify the au pair agency immediately if there are any changes to the information included in my application.

Date \_\_\_\_\_

Signature of au pair \_\_\_\_\_

*Please keep one signed copy for your file .*