



## APPLICATION FOR THE AU PAIR PROGRAMME IN THE USA

This guide is designed to navigate you through the application process for our Au Pair programme in the USA.

### VISA AND PROGRAMME REQUIREMENTS

- Between 18 and 26 years old
- Unmarried and childless
- In possession of a valid passport (or able to obtain one)
- In possession of a high school certificate.
- In excellent physical and emotional health
- Experience of at least 200 hours of childcare experience outside of your family within the last 2 years
- In possession of a valid driving license
- Willing to spend 12 months living and working with a US Host Family

Below you will find a list of documents you need to gather. Please note that you have to upload 5 out of those 10 directly to your online profile. Please send us a good quality scan of your signed agreement entitled "TERMS & CONDITIONS AUPAIRCARE EUROPE GMBH FOR THE PLACEMENT WITHIN THE AU PAIR PROGRAM IN THE USA" by email **on your agreed deadline**.

Email: [info@aupaircare.dk](mailto:info@aupaircare.dk)

Note that all references are received via email. Once you have entered their contact details and selected them as "*reference*", an email with a link, will automatically be sent out to your referees. Remember to contact your reference and to ensure they correctly received the online reference. Should you have any issue, please let us know.

### 1 CHILDCARE REFERENCE N° 1

This form must be completed by a non-relative who can confirm that you took care of their children. This experience can be an experience gained through i.e. a babysitting, (incl. friends) or through working with kids in institutions like for example girls' brigade, youth centers, nurseries, primary schools, etc.

**Reminder:** You will have to fill out the contact details of your reference in your profile (under Experience >> Childcare Experience). Then, select "[This employer is not a family member. I'd like to use them as a reference](#)". The form will be sent out automatically to your reference via email. You will notice that you can leave a message before sending the reference. It is indeed advised that you let them know what to do with the link.

### 2 CHILDCARE REFERENCE N° 2

This form must be completed by a non-relative who can confirm that you took care of their children (different from referee number 1). This experience can be an experience gained through i.e. a babysitting, (incl. friends) or through institutions like girls' brigade, youth centers, nurseries, primary schools, etc.

**Reminder:** You will have to fill out the contact details of your reference in your profile (under Experience >> Childcare Experience). Then, select "[This employer is not a family member. I'd like to use them as a reference](#)". The form will be sent out automatically to your reference via email. You will notice that you can leave a message before sending the reference. It is indeed advised that you let them know what to do with the link.

### 3 PERSONAL REFERENCE

This form should be completed by a friend, neighbor, employer, etc. Please note that it [must not be filled out by family members or by your childcare referees](#). On your profile, please go to the section Your Program >> Personal Reference and then enter their contact details. An email displaying a link will be sent out to your reference.

### 4 PHYSICIAN VERIFIED MEDICAL HISTORY FORM

This form is to be found in your profile by clicking on "download" in the section "Your health" >> "Physician Review".

**Reminder:** The form has to be completed, stamped, dated and signed by your local GP. This is another document which can take a while, so please contact your GP immediately. Note that your GP might charge a fee to fill in this form for you.

## 5 CRIMINAL BACKGROUND CHECK

Police Certificate of Good Character or Clean Penal Antecedents from your home country max 6 months old

### UNITED KINGDOM:

Please obtain an ACRO Certificate fast track (only 10 days -) <http://www.acro.police.uk/>

IRELAND: Please obtain a Certificate of Good Character from your local Garda Station

ITALY: Please obtain a Casellario Giudiziale from your Ministry of Justice:

[http://www.giustizia.it/giustizia/it/mg\\_3\\_3\\_2.wp](http://www.giustizia.it/giustizia/it/mg_3_3_2.wp)

## 6 COPY OF YOUR VALID PASSPORT

Your passport must be valid for another 2 years and six months when you start your au pair programme. Thank you for uploading a copy of your passport into your profile (Your Program >> Your Travel/Passport).

## 7 COPY OF YOUR VALID DRIVING LICENSE

Please copy the front and back of your license on one page and then upload it to your profile (Your Experience >> Driving Experience).

**Reminder:** Please don't forget to also obtain an International Driving License before you leave your home country.

## 8 COPY OF YOUR SCHOOL LEAVING CERTIFICATE

This can be a copy of your high school certificate, last year of attendance of secondary school, GCSE/A level certificates and/or a vocational training certificate (NVQ or university degree, for example), or a current school verification form. Please upload the copy to your profile (Your Experience >> Education and Training).

## 9 AU PAIR AGREEMENT

Once your profile is completed and that we would advise you to click on "submit my application", you will be able to sign the AuPairCare Agreement via DocuSign. This would be displayed on your profile after clicking on Submit. You will also find a copy in this document.

## 10 TERMS & CONDITIONS FOR THE PLACEMENT WITHIN THE AU PAIR PROGRAM IN THE USA

Please complete, sign, and date the last page.

Thank you for sending us a scanned copy via email at [info@aupaircare.dk](mailto:info@aupaircare.dk)