

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 <input type="checkbox"/> FEMALE <input type="checkbox"/>	
Name:	
D.O.B: \ \ AGE: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	
Name:	
D.O.B: \ \ AGE: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	
Name:	
D.O.B: \ \ AGE: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	
Name:	
D.O.B: \ \ AGE: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	
Do your children require any special medical attention? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes specify below	
Describe the Demi /Au Pair bedroom	
Do you have any pets? If yes specify below YES <input type="checkbox"/> NO <input type="checkbox"/>	
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 <input type="checkbox"/> NO <input type="checkbox"/>
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
 - POLICE 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 \$180
(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
 Tel: (08) 9235 6000 Fax: (08) 9235 6005
 Email: info@phoenix.wa.edu.au
 Web: 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.

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

 / /

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)

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

Signature

Date

 / /