Premier Au Pairs®

INSTRUCTIONS FOR AU PAIRS REGISTRATION

Documents to submit

- **Application Form – (Download) -** *Has to be filled out directly and sent by email. Cannot be downloaded in another format, neither print it nor fill it out by hand. It must be completed in the language of the host country or in English.*
- **Letter to the prospective Host Family -** *Written in the language of the host country and in which you introduce yourself and your family; talk about your experience with children and your motivation for being an au pair, your studies, your work experience, if you have any; explain what your interests and hobbies are, etc. You must address to them as "Dear Family". Although you do not have much knowledge of the language, we recommend you do not ask for help to write this letter and so we both, the family and the Agency know what your level is.*
- **ID card**
- **Passport –** *Only the page with your photo*
- **Driving license –** *(if applicable)*
- **Visa –** *If applicable*
- **Diplomas or other certificates of studies**
- **Agreement Clause – (Download) –** *Submit signed on all pages and, if possible, in just one PDF document.*
- **Data Protection Policy Notice – (Download) –** *Submit signed on all pages and, if possible, in just one PDF document.*
- **Passport size photograph -** (! smiling!)
- **Photographs with your family and friends and, whenever possible, with the children you had looked after.** *If you can, make a photo collage with a description of each one in the host family's language*

In order to begin the search of family, while you are getting the documents that follow, you can submit those listed above first.

- **Childcare reference – (Download) –** *You must send two references. It cannot be given by relatives. It must contains the contact details of the referees and be signed by them. Please send each one separately in PDF.*
  You must send it in the language of the host country and for this you have several options:
  1. *You'll see a box for each answer and if the referee writes it in your language and the answer is short you can put the translation in the same box.*
  2. *You can answer the questions yourself in the language of the host country and so the referee just has to sign.*
  3. *You can send the original in your language along with a copy of the translation into the language of the host country.*

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- **Personal references - (Download)** – *You must send two references. It cannot be given by relatives but by friends, teachers, employers, neighbors, etc. It must contains the contact details of the referees and be signed by them. Please, do not forget to put your name at the top of the document. It must be done in the language of the host country and for that you have the same options as for "Child care reference". Please send each one separately in PDF.*
- **Medical certificate – (Download)** – *Any explanation about illness, hospitalization or if you are taking any medication must be translated into the language of the host country. Please send it in just one document in PDF.*
  It is valid for 3 months.
  Send it by email and then the original by postal mail.
- **Police check** – **It is valid for 6 months**
  Send it by email and then the original by postal mail.

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