GUIDE FOR AU PAIRS THROUGH THE TRAVEL ACTIVE FORMS

Dear Au Pair,

Herewith you receive the application papers for our Au Pair in Holland program. We are looking forward meeting you in Holland, but before we can do that, you need to fill out all the application forms. To make sure everything is clear, we have made you this checklist with “things NOT to forget” and hope it will help you filling out our forms correctly.

First of all, we have a checklist of what to send to us for acceptance:

- Application form, contains 8 pages
- 1 Character reference, signed by the referent (no family!)
- 2 Child Care references, signed by the referent (no family!)
- Medical report, to be completed by the applicant
- Medical report, to be completed by a doctor (STAMP+SIGNATURE)
- Contact information form
- IAPA Au Pair agreement
- Most important information about Holland – signed form
- Host family letter
- Family Album containing at least 5 pictures
- Official TB test results, only obligated for Peru, Colombia and South Africa
- Official HIV test results, only obligated for South Africa
- Copy of your High School diploma
- Police clearance
- Copy of ALL pages of your passport, the page numbers should be readable. If you do not need to apply for a MVV visa, then only a copy of the ID page is enough
- Also, you need to apply for your birth certificate, which you do NOT need to send to us, but bring with you to Holland. This is very important! The birth certificate needs to be translated to English by an official translator and it needs to be legalized – it is called APOSTILLE. Ask your consultant for more information on how to arrange this. The birth certificate cannot be older than 6 months by the time you arrive in Holland.
- Natural parents agreement, signed by natural parents, Au Pair and your agency
- Documents to apply for permit to stay – filled out with black ink
- Video request – please read notes below
- OVC Acknowledgement form – signed

**OVC TO COMPLETE AT INTERVIEW:**
- One Page Interview Sheet □ Structured Interview

Please make sure that your application is COMPLETE once returning it to your OVC Office!
Now we will walk with you through the application forms. Please make sure EVERY field is filled out. Here we go:

**Application form page 1-8:**
Do not forget to put a smiling photo on it and do not forget to fill out your agencies name AND the place where you are going to pick up your visa. Please check with your own agency if the embassy or consulate where you want to pick up your visa, is an embassy/consulate who does issue MVV visa’s! For the rest, just answer all questions! Do not skip a question and if you do not understand something, please contact your agency to help you with it! Do not forget to sign the application papers on page 8! This is really important.

**Character reference:**
This form needs to be filled out by a person who knows you very well. It’s not allowed to ask a family member. Maybe your best friend can fill it out, your mentor at school. We prefer the last one! Make sure this person can be reached by your agency when they are doing the reference check.

**2 Child Care references:**
These forms need to be filled out by two separate persons. For example, a mother of the children you babysat from family 1, and the other reference can be filled out by another family (father or mother) where you babysat! Also, if you have professional experience with children (like working at an elementary school) you can ask the director of the school to write this reference. Again, this form cannot be filled out by a family member of yours!

**Medical report, to be completed by the applicant**
Please answer all questions in honesty!

**Medical report, to be completed by a doctor (STAMP+SIGNATURE)**
The doctor needs to fill out this form for you. Make sure that the doctor puts a stamp AND a signature on it. If this is not done, we cannot accept it, and we will ask you to go back to the doctor to get the stamp and signature, before we accept your file!

**Contact information form**
Please provide us with as many as possible and let us know if you have already friends or people you know in Holland. Don’t forget to let us know, who this person is and how you know him or her.

**Au Pair agreement**
Sign it and do not forget to put your print name on point 1

**Most important information about Holland – signed form**
Make sure you read this and that you are aware of these facts before coming to Holland. Do not forget to sign!
**Host family letter**
Write a letter to your future host family and tell as much as possible about yourself. The letter has to be at least 1 page long (if typed) and 1, 5 if written.

**Family album**
Minimum of 5 pictures, do not forget to attach a description of the photo (who is on it, where was it taken, how long ago was it?)

**Official TB test results**
If you are from Peru, Colombia or South Africa, please attach recent official TB test results (not older than six months)

**Official HIV test results**
If you are from South Africa, please attach recent official HIV test results (not older than 6 months).

**Copy of your high school diploma**
Do not forget to translate it!

**Copy of all pages of your passport**
Make sure the page numbers are readable. If you do not need to apply for a MVV visa i.e.: if you hold an EU passport, then only a copy of the ID page of your passport is enough!

**Natural parent’s agreement**
This document should be signed and completed by your parents

**Video Request**
This is a wonderful way in which your potential host family can “meet” you and it really helps with placements so we would encourage all applicants to submit a video. Please read the notes on the video request with regards to instructions of how to complete it.

We hope all is clear and please contact your OVC OFFICE if you have any problems regarding filling out these forms.

**GOOD LUCK!**
Travel Active Team Holland

Contact information:
Travel Active Au Pair
Maaheseweg 79A
5804 AB Venray
0031-478-551900
aupair@travelactive.nl
# AU PAIR APPLICATION FORM

**Personal information**

<table>
<thead>
<tr>
<th>Family name:</th>
<th>________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name:</td>
<td>________________________________________________</td>
</tr>
<tr>
<td>Address:</td>
<td>________________________________________________</td>
</tr>
<tr>
<td>Postal (zip) code:</td>
<td>_______________________ City: _______________________</td>
</tr>
<tr>
<td>Province/region:</td>
<td>________________________________________________</td>
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<tr>
<td>Telephone:</td>
<td>________________________________________________</td>
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<tr>
<td>Mobile number:</td>
<td>________________________________________________</td>
</tr>
<tr>
<td>Email address:</td>
<td>________________________________________________</td>
</tr>
<tr>
<td>Place of Birth:</td>
<td>________________________________________________</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>_______ _______ Age: ___________________________</td>
</tr>
<tr>
<td>Nationality:</td>
<td>________________________________________________</td>
</tr>
<tr>
<td>Civil Status</td>
<td>________________________________________________</td>
</tr>
<tr>
<td>Height</td>
<td>___________________ Weight: ___________________</td>
</tr>
<tr>
<td>Religion:</td>
<td>________________________________________________</td>
</tr>
</tbody>
</table>

**Passport**

- Do you attend services regularly?  □ Yes  □ No
- Passport number: __________________ Date of issue: __________________

**Birth certificate**

- Did you apply for a Birth certificate? □ Yes □ No
  (with apostile + both parents name, translated to English)
- Application date Birth Certificate: ____________________________
**Education/ occupation**

Present occupation: ______________________________________________________
(if you are not working at the moment, please point out why not)

- [ ] Full time
- [ ] Part time
- [ ] Weekend job

Education: __________________________________________________________________

Diploma received?  
- [ ] Yes (add a copy of your diploma)  
- [ ] No

If no, are you still studying at the moment?  
- [ ] Yes  
- [ ] No

Do you have other certificates?  
- [ ] Yes  
- [ ] No  
 If yes, please write down __________________________________________________________________

________________________________________________________________________

What are your future plans (after your year as Au Pair)?

________________________________________________________________________

**Starting date**

When can you start (please be flexible, as the visa application takes maximum 3 months)? Just fill out what ever is possible for you!

- [ ] January 201...  
- [ ] February 201...  
- [ ] March 201...  
- [ ] April 201...  
- [ ] May 201...  
- [ ] June 201...

- [ ] July 201...
- [ ] August 201...
- [ ] September 201...
- [ ] October 201...
- [ ] November 201...
- [ ] December 201...

What is the latest date you need to be back in your home country and why do you need to be back in your home country exact at that month (work, study etc)?

**NOTE THAT YOU HAVE TO BE WILLING TO COMMIT FOR AN ENTIRE 12 MONTHS IN HOLLAND**
Skills

Can you cycle?  □ Yes  □ No, but willing to learn

From what age on did you start cycling approximately? __________________________________________

How and where did you learn to cycle?
How? __________________________________________
Where? __________________________________________

On weekly basis, how often do you cycle? __________________________________________

Are your cycling skills good enough to take a child with you on the bike?  □ Yes  □ No
□ after a short period of practice

Can you swim?  □ Yes  □ No, but willing to learn

Do you have a swimming certificate?  □ Yes  □ No
If not, and you crossed yes at the question “can you swim?” __________________________________________
How did you learn to swim? __________________________________________

Are you secure enough to swim with your host children?  □ Yes  □ No
□ after a short period of practice

Do you have a driver’s license?  □ Yes (add a copy of your diploma)  □ No
If yes since when? __________________________________________

How often do you drive?  □ daily  □ several times per week  □ several times per month  □ not often

Are you secure enough to drive with your host children in the car?  □ Yes  □ No
□ after a short period of practice
Are you familiar driving a car with gears?  
- Yes  
- No

**Smoking**

Do you smoke?  
- Yes  
- No  
- Only when I am going out

If answered yes, for how many years have you been smoking?  

How many cigarettes do you smoke a day on average?  

If answered no, did you ever smoke?  
- Yes  
- No

And if yes, how long ago is it?  

Are you willing to refrain smoking in the house of the host family and in the presence of the children?  
- Yes  
- No

**Preferences**

Which area do you prefer?  
- Country  
- Small town  
- Suburb  
- City Centre

City/province of your choice?  

Are you open for any other province or city?  
- Yes  
- No  
(if you have crossed no, then please be aware that chances of placement are much smaller!)

Do you have experience with disabled children?  
- Yes  
- No

Are you willing to take care of disabled children?  
- Yes  
- No

Would you prefer to be placed in a family with children in the age of: (please cross as many as possible as this will assist with placement!)

- new born until 6 months  
- 7 months – 12 months  
- 1 and 2 years old  
- 3 and 4 years  
- 5 and 6 years  
- 7 and 8 years  
- 9 and 10 years  
- 10 and 11 years  
- older than 12
Au Pair Holland

Would you prefer to be placed in a family with:

☑ 1-2 children  ☐ 2-3 children  ☐ 3-4 children  ☐ no preference

(the more kids you choose, the bigger possibilities of placement)

Are you willing to work in a single parent family?  ☐ Yes  ☐ No

Are you willing to take care of pets?  ☐ Yes  ☐ No

Do you have animals at home?  ____________________________________________

Do you suffer from allergies?  ☐ Yes  ☐ No

If yes please explain

Are you a vegetarian?  ☐ Yes  ☐ No

If yes, are you willing to prepare meat for the family?  ☐ Yes  ☐ No

Are you on a special diet?  ☐ Yes  ☐ No

If Yes, what kind of diet?  ____________________________________________

Do you drink alcohol?  ☐ Yes  ☐ No

If answered yes, how many glasses on average per week?  ____________________________________________

Languages

What is your home language/mother tongue?  ____________________________________________

Knowledge of languages  none  poor  sufficient  good
• English
• French
• German
• Spanish
• Dutch
• Other, namely.............................

Once in Holland, I would like to do a:
☐ Dutch course  ☐ English course  ☐ Other  ____________________________________________
Describe below all your child care experience in as much detail as possible. Tell us about ALL your experience.

What was your experience? ____________________________________________________
How old were the children? __________________________________________________
What were your responsibilities? _____________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
What was your experience? __________________________________________________
How old were the children? __________________________________________________
What were your responsibilities? _____________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
What was your experience? __________________________________________________
How old were the children? __________________________________________________
What were your responsibilities? _____________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
Have you taken any course related to childcare?

___________________________________________________________________________

Do you have any professional child care qualifications? If so, explain in detail:
___________________________________________________________________________

Do you have any other talents or skills which may be useful when responsible for children e.g. first aid, live saving?
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
What experience do you have in domestic work? (specify)

___________________________________________________________________________
Please tell us a bit more about your family:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
Do you get along with them?
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Occupation mother: ______________________________________________________
Occupation father: ______________________________________________________
Brothers + ages: ______________________________________________________
Sisters + ages: ______________________________________________________

Have you ever lived away from home for any length of time? ☐ Yes ☐ No
If yes please describe where you lived and with whom?
___________________________________________________________________________

Additional information

Have you ever been arrested or in trouble with the law?
___________________________________________________________________________

Do you know some one in Holland already? ☐ Yes ☐ No
If yes, who is this and where does he/she live?
___________________________________________________________________________

Do you have a boyfriend? ☐ Yes ☐ No
If yes, how does he feel about your decision to become an Au Pair
___________________________________________________________________________

Please describe your hobbies and interests:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Do you play any instruments? ☐ Yes ☐ No
If yes, what kind of instrument(s)?

___________________________________________________________________________

Do you practice any kind of sport?  □ Yes  □ No
If yes, what type of sports do you play?

___________________________________________________________________________

How would you describe yourself? (characteristics or your personality and lifestyle)

___________________________________________________________________________

Please describe what is your motivation to be an Au Pair, and why you want to be an Au Pair in Holland, and not in another country?

___________________________________________________________________________

___________________________________________________________________________

Have you ever been outside your home country?  □ Yes  □ No
If yes, please list the countries you have visited

___________________________________________________________________________

___________________________________________________________________________

**Declaration**
I confirm that I have read and understood the Au Pair brochure. I declare that I am familiar with the procedure and agree with the conditions of my agency. I have filled out this form to the best of my knowledge true and correct. I confirm that I will prepare myself before coming to Holland by reading about Holland on internet and books. I will immediately inform my agency of any changes that could affect my placement as Au Pair. I also declare that I have never been arrested or in trouble with the law. I am in good physical- and mental health. I know that I will not be able to save up my whole amount of pocket money every month. There is something my future host family should know □ no/□ yes, namely (if you have something nice, specific, extra or a certain preference to say, you can write it here as well):

___________________________________________________________________________

Signature of Au Pair: __________________________

Place: __________________________

Date: __________________________
Character Reference

Name of applicant/Au Pair: __________________________

How do you know the applicant? ____________________
Please note relatives may not complete this form!

How long have you known the applicant? ______________

How would you describe the applicant?
_____________________________________________________________________
_____________________________________________________________________

Please comment on the applicant’s abilities and qualities in the following areas

Honesty: _________________________________________________

Social: _________________________________________________

Responsibility/Maturity: _________________________________

Communication skills: _________________________________

Love of children: _______________________________________

Flexibility: __________________________________________

Why do you think this applicant will be a good Au Pair?
Please give details:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Name of the employer: _________________________________ Place: ______________________

Telephone number Monday to Friday between 09.00-17.30: _______________________

Date: _______________________________ Signature: ________________________________

Reference checked by the Au Pair agency in the Au Pair her country on: / / 
Checked by (name person):
Additional information:
Name of applicant/future Au Pair: _______________________________

How do you know the applicant? _______________________________

Please note: relatives may not complete this form!

How often did she take care of your children? _______________

For how long have you employed the applicant? _______________

Please give the number and age of the children she/he cared for:

_____________________________________________________________________

How would you describe the applicant?

_____________________________________________________________________

_____________________________________________________________________

Please explain the applicant’s duties at your home. Did she/he help with the household chores (cleaning, cooking, ironing, vacuuming, etc.):

_____________________________________________________________________

_____________________________________________________________________

Why do you think this applicant will be a good Au Pair?

Please give details:

_____________________________________________________________________

_____________________________________________________________________

Name of the employer:_________________________ Place:_____________________

Telephone number Monday to Friday between 09.00-17.30:_____________________

Date: _______________________________ Signature:_____________________

Reference checked by the Au Pair agency in the Au Pair her country on: / /

Checked by (name person):

Additional information:
Name of applicant/future Au Pair: ____________________________________

How do you know the applicant? ______________________________________

Please note: relatives may not complete this form!

How often did she take care of your children? ___________________________

For how long have you employed the applicant? __________________________

Please give the number and age of the children she/he cared for:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

How would you describe the applicant?

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Please explain the applicant’s duties at your home. Did she/he help with the household chores (cleaning, cooking, ironing, vacuuming, etc.):

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Why do you think this applicant will be a good Au Pair?

Please give details:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Name of the employer:________________________ Place:_____________________

Telephone number Monday to Friday between 09.00-17.30:__________________

Date: ___________________________________ Signature:_____________________

Reference checked by the Au Pair agency in the Au Pair her country on:  / / 

Checked by (name person):

Additional information:
Medical Report  To be completed by Applicant

<table>
<thead>
<tr>
<th>Surname:</th>
<th>First name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Place of birth:</td>
<td>date of birth:</td>
</tr>
</tbody>
</table>

A. Have you ever had  Yes  No  Have you ever had  Yes  No
- Tuberculosis
- Asthma
- Diabetes
- Kidney disease
- Heart disease
- Arthritis
- Epilepsy / convulsions
- Scarlet fever
- Measles
- German measles
- Mumps
- Chicken pox
- Malaria
- Eye problems
- Ear infection
- Migraine
- Rheumatic fever
- Anorexia
- Bulimia
- Dizziness / fainting
- Veneral disease
- Anemia
- Pregnancy
- Miscarriage
- Abortion
- Menstrual problems
- Ulcers
- Gall bladder problems
- Depression
- Hearing problems
- Other:

If you answered yes to any of the above, please give details including dates if applicable:

_________________________________________________________________________________

B: Have you ever undergone surgery? If so, please give full details of operation with dates:

_________________________________________________________________________________

_________________________________________________________________________________
C: Do you suffer from any allergies? If so, please give details:

<table>
<thead>
<tr>
<th>Allergy</th>
<th>Yes</th>
<th>No</th>
<th>Allergy</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pencillin</td>
<td></td>
<td></td>
<td>Hay fever</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you answered yes to any of the above, please give details including dates if applicable:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

D.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is your physical activity restricted in any way?</td>
<td></td>
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</tr>
<tr>
<td>Have you ever received treatment for a nervous or emotional problem?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever been treated by a psychiatrist?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you currently taking any medications?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have any history of eating disorders?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you take oral contraceptives?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever tried Drugs?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have any chronic or recurring illness?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have any dietary restrictions?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you answered yes to any of the above, please give full details including the names of any medications:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

I certify that all information given is true to the best of my knowledge.

Print Name: __________________________________________________________

Signature: ________________________ Date: _____________________________
**Medical Report** To be completed by a Doctor

The Au Pairs is responsible for children and therefore it is important that we are advised of any physical or mental health problems that may have a bearing on the applicant’s ability to participate.

A. Please review the information provided by the applicant in part 1 of this form.

B. Please indicate whether the applicant has been immunized against the following:

<table>
<thead>
<tr>
<th>Vaccination</th>
<th>Yes</th>
<th>No</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tetanus</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Polio</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Measles</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>German measles (rubella)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Typhoid</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Tuberculin test</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Mumps</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>☐</td>
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</tbody>
</table>

C. Are there any abnormalities of the following organs and / or systems?

- Head/ears/nose/throat
- Respiratory
- Cardiovascular
- Eyes
- Genitourinary
- Musculoskeletal
- Metabolic
- Nervous
- Skin
- Other:

If the answer to any of the above is yes, please explain in detail:

________________________________________________________________________

D. Is the applicant currently or has the applicant recently been treated/counselled for a nervous condition, depression or emotional disorder? ☐ No / ☐ Yes, please give details:

________________________________________________________________________

Name of Doctor: ______________________ Place: ______________________

Signature: ______________________ Date: ______________________

**Add STAMP of doctor:** Obligated

*Travel Active*
Contact information

Please provide us with the following telephone numbers:

Phone parents at work                  name of parent
______________________________

Phone parents at home                   name of parent
______________________________

Mobile number parents                  name of parent
______________________________

Phone friend at home                    name of friend
______________________________

Mobile number friend                   name of friend
______________________________

Phone of another close family member   name of family member
______________________________

Mobile number of close family member   name of family member
______________________________

Do you already have someone in Holland you know?
☐ Yes
☐ No

If crossed yes, please explain who this person is and how you know him/her.
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 fulfill 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 their 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 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.
Most important information about Holland

1: Holland has seasons, Autumn (21st of September till 20th of December), Winter (21st of December till 20th of March), Spring (21st of March till 20th of June), Summer (21st of June- 20th of September). You need to make sure you bring summer and winter clothes. Winters can be really cold (0 degrees or less!) and summers can be warm (around 25 degrees).

2: People in Holland are very punctual. They think being on time is really important, so make sure that you are aware of this before coming to Holland.

3: Dutch people are very direct and they will immediately tell you when they are not happy. Don’t be scared, just listen to them and respond to them clearly. Dutch host families see the Au Pair as a part of the family and will treat you like you are their own family. That means that you can have a little fight with them sometimes, but after you have spoken to them about it, they will forget pretty soon!

4: Holland is EXPENSIVE! You will get 300 euro pocket money per month, so make sure you don’t spend it all at once. Normal prices for jeans are around 50-100 euro, a drink in a bar will costs on average 2 euro. Be aware of the fact that it will be hard to save up money! Also, make sure you understand that sending your family money while you are in Holland should not be part of this program.

5: the rules in Holland about Au Pairing are really clear. You are allowed to work 30 hours a week, you should have at least 2 days off. In some cases you have to work in weekend. In that case, you need to have 2 days of on weekdays. At least one week per month, you should have one complete weekend off.

6: The roads in Holland are very busy and the bicycle is one of the most important transportation ways in Holland. Make sure you are prepared that if you start cycling in Holland, you should be secure enough on a bike. Sitting on a bike with your feet on the ground does certainly NOT mean that you can cycle.

7: Be aware of the fact that DUTCH is our language, and don’t think that is the same as DEUTCH (German). Dutch is a difficult language and most people in Holland can also speak English. But of course, most children do NOT speak English and this can make it really hard to communicate with children. Important to know is how to use body language and on which tone you speak to the children. For example, if you say: please do not do that with a very sweet voice, it will have not really effect on the children, but if you say: Stop it, don’t do this with a firm voice, they will hear by the tone of your voice how serious you are!

8: Holland can also be called the Netherlands, we mean the same. Holland has 12 provinces and to cross the country, you will need maximum 3-4 hours by car.
as an Au Pair, you are expected to also do some light household duties. These duties are specified by NAPO (the Dutch Branch organization):

**Light household chores:**
* Washing dishes
* Loading and unloading the dishwasher
* Preparing simple meals
* Keeping the kitchen in order and general tidying up
* Shopping for light groceries
* Loading laundry into the washing machine
* Packing away laundry/clothes
* Ironing
* Tidying and cleaning of children’s room(s)
* Tidying and cleaning of own room(s)
* Tidying and cleaning in general
* Vacuuming
* Dusting
* Keeping floors clean
* Taking out garbage but only on the ground floor
* Walking and feeding pets
* Watering plants and taking care of plants/flowers
* Making and changing beds

**Tasks which may not be part of expected light household chores:**
* All and any tasks for which the au pair is solely responsible within the host family
* All tasks with regard to gardening and the garden
* washing of windows (inside and outside)
* scrubbing
* mopping/scrubbing any area large than 30 m2
* washing/cleaning a car or automobile
* cleaning of bathroom facilities unless such facilities are to be used solely by the au pair

10: Even though Holland is a very tolerant country, the abuse of drugs on our Au Pair program can immediately lead to going back home without any discussion.

I confirm that I have read the most important information about Holland and that I have understood everything which is written in this form. I will make sure that I will prepare myself by reading about Holland and doing research on the internet. I declare that I will keep myself to all rules and guidelines.

**Signature Au Pair:** ______________________  **Date:** _____________________
VIDEO REQUEST

Dear Aupair Holland applicant,

From experience we have found that should you present family's with a short video your chances of being selected for a family are so much better. The best way to do this is to make a short video and upload it on to You Tube or Vimeo. All you need to do is open a free Vimeo or You Tube account, upload your short clip and email the link to your consultant.

You do not need an expensive video camera to create a good au pair video. Many digital cameras, and even cell phones, have the ability to record video. Follow the below tips to create a video that will have host families interested in your profile!

10 Tips for Creating a Great Au Pair Video

1. Film your video in a quiet place (indoors or outdoors) and make sure you have good lighting.
2. Maintain eye contact with the camera when speaking. Your video needs to show actual footage of you speaking.
3. Speak clearly, slowly and smile!
4. This is your video resume (CV)! Dress nicely, and don't talk about topics you wouldn't mention on a job interview. Host families will not be interested in watching videos of your boyfriends/girlfriends, or of you and your friends at a party.
5. Begin your video by greeting the host family, stating your name, age and the country you are from.
6. Once you have introduced yourself to your potential host family, be ready to describe some or all of the following:
   o Why do you want to be an au pair?
   o Why should the host family watching your video chose you to be their au pair?
   o Share your childcare experience, and what you like most about caring for children.
   o Share your personal interests, skills and educational background and goals.
   o Talk about your home country.
7. If possible, include action videos of yourself caring for children. Some good examples are: feeding a baby, pushing a child on a swing, helping with homework, singing, or playing games.
8. Be creative. Do you have any unique talents, or musical abilities? Show yourself playing an instrument, painting, or playing your favorite sport.
9. You may want to thank the host family for watching your video, and let them know that you look forward to hearing from them soon.
10. Review your video and edit if necessary, prior to uploading.

Video Upload Requirements

* Must be at least 1 minute in length and a maximum of 3 minutes.

* Upload your video file onto YouTube (http://www.youtube.com/) or Vimeo (http://vimeo.com/) and email the link to your consultant.
Dear Au Pair Holland Applicant,

Thank you for your application and we look forward in reviewing your application and accepting you onto the program.

Please take the time to read through the following points about the program and if you are unsure of the below please discuss it with your consultant to make sure that you fully understand.

You are required to sign this page as acknowledgement of these points:

- This is a once off program.
- You will be required to commit for the entire 12 months in Holland.
- You understand that you will have to pay for your own RETURN ticket to Holland. The ticket must be a 12 month return that has a flexible option to make date changes. The ticket will be booked by OVC.
- You understand that you will be liable to all ticket date changes.
- Your application will not be accepted if you cannot commit to the entire 12 months in Holland.
- You will need to be flexible as to when you depart.
- Placement acceptance is made by Travel Active and the host family in Holland alone and not OVC.
- You will be notified by your OVC consultant once you have been accepted onto the program.
- Travel Active reserves the right to withdraw your application at anytime.
- Matching and placement times can take anything from a few weeks up to 6 months.
- You will need to make sure that you apply in advance.
- You are responsible for the follow up of your unabridged birth certificate and making sure that you have it apostilled before you arrive in Holland.
- It is recommended that you do your own research of Holland and the area that you will be going to.
- Once matched and placed you will need to stay in contact with your family, this is to help you build up a relationship before you arrive in Holland.

I confirm that I have read and understood the above.

Signature of au pair applicant:

Applicant’s Parent’s signature (regardless if you are over or under 21 years):

Print name:  
Date:

Travel Active