

Family Application Form

Personal Information

Family name:			
Mother's name:		Mother's age:	
Father's name:		Father's age:	
Children's names:	1	Male / Female	DoB:
	2	Male / Female	DoB:
	3	Male / Female	DoB:
	4	Male / Female	DoB:
Address:			
Home telephone:		Work telephone:	
Mother's mobile:		Father's mobile:	
Email:			
Mother's occupation:		Full time Part time Shifts (Delete as appropriate)	
Father's occupation:		Full time Part time Shifts	
Nationality:			
Religion:			
Main language spoken at home:			

Your Home

Type of home: (<u>underline</u>)	Flat	Terraced house	Semi-detached	Detached
No. of living rooms:	No. of bedrooms:		No. of bathrooms:	
Other domestic staff:				Hours worked by domestic staff:
Do you have a garden?				
Pets:				
Does anyone in the family smoke?				
Special care required / health problems:				
Special dietary needs:				

Location

Nearest train / underground station:	Distance from house:
Nearest language college:	

Interests & Hobbies

Mother's:	
Father's:	
Children's:	1
	2
	3
	4

Your Requirements

Terms: (<u>underline</u>)	Au Pair	Au Pair +	Mother's Help	Nanny
Employee:	Male	Female	either	
Starting date:	Minimum length of stay:			

Please summarise, in as much detail as possible, your employee's typical working week, including days off

Day	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Requirements & Expectations

Which of the following do you require? <i>(please indicate with X)</i>	Daytime childcare		Cooking	
	Laundry		Ironing	
	Dusting / vacuuming		Shopping	
	Evening babysitting		Tending to family pets	
	Non-smoker		Driver	
	Swimmer			
Would you accept a smoker if he / she agreed not to smoke in the home?				
Will employee have use of a car?				

Employee's Benefits

Pocket money per week:	£		
Own room:		Own bathroom:	
Own WC:		Own television / hi-fi:	
Other benefits: <i>(Oyster Card, phone bills paid, holidays, access to internet, gym membership, language course etc.)</i>			
Will you collect your employee from the station / airport, or will you pay for transport to your home?			
Other relevant information:			

Agreement

I/we the undersigned, agree to Swedish Connection Au Pair Agency's Scale of Charges and Terms and Conditions of Business. I/we accept that Swedish Connection Au Pair Agency has made every effort to ensure that the information provided about its applicants is correct and cannot be held accountable for inaccuracies that may come to light on engagement of an applicant.

Name: _____ Signature: _____ Date: _____

What is an au pair /au pair plus?	A young person aged between 17 and 27 who provides childcare in exchange for living with a family abroad. Au pairs usually come to England to gain a greater understanding of English, and to experience a new culture. An au pair can work up to 25 hours per week, as well as up to 3 evenings babysitting. Pocket money starts from £70 per week. An au pair plus can work from 26 to 38 hours per week. Pocket money starts from £80 per week for up to 30 hours; £90 for 35 hours; £100 for 38 hours. An au pair plus must come from within the EU. An au pair should be treated as part of the family; eat with them and have their own bedroom. An au pair is not a trained nanny, and not a domestic servant or housekeeper.
Au pairs' duties	<p>Helping with the children, taking children to and from school, light housework (ironing, dusting, vacuuming, washing up), preparing breakfast, snacks and light meals, baby sitting.</p> <p>Au pairs are considered to be working if they are required to be available and are not free to leave the house even if they are not actively working, for example if the children are in bed asleep.</p>
What is a mother's help?	A carer who holds no professional qualifications, but who has practical experience and a genuine interest in children. Many Mother's Helps have previously worked as an au pair for a year in London. A Mother's Help can have sole charge of toddlers and older children. They can work up to 8-10 hours per day, as well as up to 2 evenings babysitting. Salaries £130 - £200 net for a live-in position.
What is a nanny?	<p>A person aged 18+ who has either formal childcare qualifications, for example NNEB, BTEC or ADCE; or a former Mother's Help / au pair with several years' experience. A nanny is someone who looks after your child/children in your home. Nannies can have sole charge of babies and children, take responsibility for all duties relating to the children, including cooking, washing and ironing for them, as well as cleaning the children's bedrooms and playroom.</p> <p>A live-in nanny can work up to 12 hours per day, plus up to 2 evenings babysitting per week. Live-in nannies usually earn £250 - £400 net per week. Salaries depend on the nanny's age and level of experience.</p> <p>Live-out nannies usually work fixed hours, with normal working hours being 8am - 6pm. Babysitting is paid separately, upon agreement. Salaries are usually £8 - £10 net per hour.</p>
Holidays	Au pairs are entitled to 2 weeks paid holiday every 12 months' employment. Most families offer more paid time off. Au pairs should also have all public holidays off. If you go away and leave the au pair in your home, he/she must be left an adequate food allowance or enough food, and be paid as usual. Mother's helps and Nannies are entitled to 4 weeks paid holiday every 12 months employment. They are also entitled to have all public holidays off.
The family's responsibilities to the au pair	<ul style="list-style-type: none"> ▪ To welcome the au pair into their family, treat him/her as part of the family and help him/her learn about your culture. ▪ To provide the au pair with private room, full board and lodging. ▪ To make a happy and safe environment for everyone in the family. ▪ To register the au pair with the family's doctor. ▪ To inform the au pair of his/her duties, free time and pocket money in a welcome letter. ▪ To give the au pair a little time to settle into his/her new way of life and for the family to get used to having a new person in their home. <p>To have a little patience and understanding. This is required by both the au pair and the family.</p>
The family's responsibilities to the nanny / mother's help	<ul style="list-style-type: none"> ▪ Register as an employer ▪ Use the PAYE system (Pay As You Earn), to pay income tax and National Insurance contributions for your nanny. This only applies if you pay your nanny more than £105 per week. ▪ Keep tax records on behalf of the nanny ▪ Provide regular payslips ▪ Provide an employment contract ▪ Pay National Insurance contributions as an employer ▪ File an employer's annual tax return
Why use us?	Swedish Connection was established in 1998, and since then has been successfully matching families and au pairs across London. We do this through the use our extensive contacts; matching both parties' preferences and needs, ensuring that detailed references are obtained, and providing background information to both parties so as to smooth the settling-in process.

Scale of Fees

Au Pair / Au Pair Plus

- Up to 3 months placement £ 170.00
- 3-5 months £ 300.00
- 5-12 months £ 415.00

Mother's Help

- Temporary placement £ 50.00 per week
- 3-5 months £ 440.00
- 5-12 months £ 620.00

Nanny

- Full time or part time 10% of net annual salary
- Temporary placement £50.00 per week

Baby Sitter

- Registration fee £60.00

The Client agrees that the Agency fee is payable in full, upon receipt of the invoice. The Agency will invoice the Client when an agreement is confirmed (in writing or verbally) and not when the candidate takes up the position.

Please note that no registration fee will be charged for Au Pairs, Mother's Helps or Nannies.

TERMS AND CONDITIONS OF BUSINESS

Submission of a filled in application form constitutes acceptance of the Agency's Terms and Conditions of Business.

1) Definitions:

In these terms and conditions and in all contracts to which these terms and conditions apply:

- a) "The Agency" shall mean Swedish Connection Au Pair and Nanny Agency.
 - b) "The Family" or "The Client" shall mean any individual to whom or any firm or company to which the Agency shall supply or offer to supply services of an Au Pair, Mother's Help or Nanny.
 - c) "The Candidate" shall mean any individual whose services are supplied or offered by the Agency to the Family or the Client.
 - d) "The Contract" shall mean any contract with the Agency for the provision of Au Pair's services to the Family or the Client.
- 2) These terms and conditions will apply to and govern the offer of supply of any services of a Candidate by the Agency to the Client. The Client will be deemed to enter into the Contract with the full knowledge thereof.
 - 3) If for any reason the Family or the Candidate choose to terminate their agreement a two weeks notice of the termination applies. The Agency must be notified of their intention to do so. It is expected that under normal circumstances the Candidate shall be allowed a reasonable time to make alternate arrangements.
 - 4) No refund or reduction from the Agency will be given if the number of weeks is subsequently reduced on a temporary or permanent engagement.
 - 5) If the Family should refer a Candidate to a third party resulting in an engagement of the Candidate by the third party, the Family will be liable for the full Agency fee.
 - 6) The trial period for a Candidate is eight weeks. For summer or short term applicants, the trial period is restricted to two weeks.
 - 7) It is the Family's responsibility to ensure that any car provided for the Candidate's use is adequately insured, licensed and road worthy. The Family should also ensure that the Candidate is a competent driver and carries a valid driver's licence for the UK.
 - 8) The Client shall make payments in full to the Agency against invoices issued by the Agency within fourteen days of the date of invoice and prior to the Candidate's arrival.
 - 9) The Agency operates within the guidelines as set out in the relevant Statutory Instruments.
 - 10) **IMPORTANT:** This agency makes every reasonable effort to verify the integrity and suitability of the Family and of the Candidate. However, we will accept no responsibility for any costs caused by cancellation or for any negligent, dishonest or malicious act whilst with a host family. Your acceptance of this clause is a condition of our supply of a Candidate.
 - 11) It is the sole responsibility of the Client to check references and to be satisfied as to the suitability of the Candidate.

REFUND POLICY

Subject to the conditions below, if a permanent Candidate leaves their employment within eight weeks, the following refunds will be given provided a suitable replacement cannot be found:

0-2 weeks from starting date 75% refund
2-4 weeks from starting date 50% refund
4-8 weeks from starting date 25% refund

Only one replacement of a Candidate can be made free of charge, within the trial period. Any subsequent replacements will be chargeable at the full rate. To qualify for the refund, in the event the Candidate is deemed unsatisfactory, the Family must notify the Agency immediately and allow the Agency to propose a replacement.

For short-term bookings of less than three months a maximum refund of one third of the fee is applicable if the Family should terminate employment within 14 days of the Candidate being engaged.

No refunds are payable and no replacements are made if the Family has not complied with the Agency's Terms and Conditions of Business or in case of impropriety on the part of the Family or any members of the household of the Family.