

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: | | Skype: | |
| 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 / bus / underground station: | | Distance from house: | |
| Nearest language school: | | | |

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 | Other | |

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

| | | |
|---|---|-------------------------------|
| Pay per week: | £ | |
| Own room: | | Own bathroom: _____ |
| Own WC: | | Own television / hi-fi: _____ |
| Other benefits: <i>(Travel Card, mobile phone bills paid, holidays, access to internet, gym membership, English Classes, fuel 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 Au Pair by Antler Languages Ltd. Agency's Scale of Charges and Terms and Conditions of Business. I/we accept that Au Pair by Antler Languages Ltd. 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: _____

| | |
|---|--|
| <p>What is an Au pair /Au pair plus?</p> | <p>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 from 25 to 38 hours per week, as well as 1-2 night (max 3) evenings babysitting. Pocket money starts from £75 per week for up to 25 hours; £90 for 30 hours; £105 for 35 hours (Au Pair Plus) An au pair should be treated as part of the family; eat with your family and have their own bedroom. An au pair is not a trained nanny, and not a domestic servant or housekeeper.</p> |
| <p>Au pairs' duties</p> | <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> |
| <p>What is a mother's help?</p> | <p>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.</p> |
| <p>What is a nanny?</p> | <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. A nanny 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> |
| <p>Holidays</p> | <p>Au pairs, mother's helps and nannies are entitled to 4 weeks paid holiday every 12 months' employment. They should also have all public holidays off.</p> <p>If you go away and leave the employee in your home, he/she must be left an adequate food allowance or enough food, and be paid as usual.</p> |
| <p>The family's responsibilities to the au pair</p> | <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 or email. • 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. • 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</p> | <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 employee more than £105 per week. • Keep tax records on behalf of the employee • Provide regular payslips • Provide an employment contract <ul style="list-style-type: none"> ▪ Pay National Insurance contributions as an employer ▪ File an employer's annual tax return |
| <p>Why use us?</p> | <p>Au Pair by Antler Languages Ltd began in 2013, and since then has been successfully matching families and au pairs, mother's helps and nannies across Northamptonshire, London and the UK. I do this through the use of my 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.</p> |

Au pair by Antler Languages Ltd
The Old Town Hall,
Market Place
Oundle
PE8 4BA
Telephone 00 44 1832 275319
Website www.antlerlanguages.co.uk
Email aupair@antlerlanguages.co.uk



Scale of Fees

Antler Languages Ltd rewards customer loyalty by offering a 10% fee discount to families that accept more than one Au Pair placement through Antler Languages Ltd.

We also reward existing customers with a £30 credit on their next placement for each new family they refer to us that go on to confirm an Au Pair placement through Antler Languages Ltd.

Au Pair / Au Pair Plus

- | | |
|----------------------------|----------|
| ▸ Up to 3 months placement | £ 150.00 |
| ▸ 3-5 months | £ 300.00 |
| ▸ 5-12 months | £ 450.00 |

Mother's Help

- | | |
|----------------------------|--------------------------------|
| ▸ Up to 3 months placement | £ 250.00 |
| ▸ 3-5 months | £ 450.00 |
| ▸ 5-12 months | £ 650.00 |
| ▸ Temporary placement | £20.00 per day or £60 per week |

Nanny

- | | |
|---|-----------------------------------|
| ▸ Full time or part time placements exceeding 6 months: | 6 x the Nanny's weekly net salary |
| ▸ Full time or part time placements less than 6 months: | 3 x Nanny's weekly net salary |
| ▸ Temporary placement | £30.00 per day or £90 per week |

Other

- | | |
|---|---------|
| ▸ Holiday nanny | £180.00 |
| ▸ Permanent Babysitter Introduction Fee | £100.00 |

The Family agrees that the Agency fee is payable in full, upon receipt of the invoice. The Agency will invoice the Family 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, Nannies or Babysitters.

TERMS & CONDITIONS OF BUSINESS OF AU PAIR BY ANTLER LANGUAGES LTD. (“THE AGENCY”)

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

Definitions:

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

- a) “The Agency” shall mean Au Pair by Antler Languages Ltd. The Old Town Hall, Market Place, Oundle, Northamptonshire PE8 4BA United Kingdom.
 - 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, Nanny or Babysitter.
 - 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 “The Candidate’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. The trial period for a Candidate is eight weeks. For summer or short term applicants, the trial period is restricted to two weeks.
 4. 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.
 5. The Agency operates within the guidelines as set out in the relevant Statutory Instruments.
 6. In all instances we act as an employment / introduction agency.
 7. The Client agrees to specify their exact requirements and provide full details of the type of work, salary and period of employment for which the candidate is required.
 8. The 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.
 9. Whilst the Agency takes every care to assess the Candidate and obtain references, it gives no warranty as to the Candidate’s details, character or suitability.
 10. All suggested salaries are quoted net and the Client should ensure that any tax and national insurance contributions, if applicable, are deducted from the salary of the Employee. These sums should be forwarded to the Inland Revenue with any sums payable by the Employer.
 11. The Client is responsible to provide the Candidate with an employment contract (not applicable for au pair placements). The agency can provide the client with an example copy of an employment contract that the Client can use as a guide; however the Agency holds no responsibility for the content in the contract. The employment contract is between the client and the candidate.
 12. The Client undertakes not to re-engage temporary staff otherwise than through the Agency. Any Client who engages at any time the service of a person originally introduced by the Agency, having previously engaged/declined the service of that person, will be liable for the full fee. The Client will inform the Agency immediately of any such engagement.
 13. If the Client engages temporary staff on a permanent basis, the Client will pay the Agency its fee as for permanent staff, shown herewith, in addition to those previously paid for temporary staff.
 14. All communication, whether written or verbal supplied by the Agency shall be confidential. 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.
 15. If for any reason the Family or the Candidate chooses 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.
 16. No refund or reduction from the Agency will be given if the number of weeks is subsequently reduced on a temporary or permanent engagement.
 17. 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.

REFUND POLICY FOR AU PAIRS AND MOTHER'S HELPS

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 will be made free of charge, within the eight week 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 fewer 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.

REFUND POLICY FOR NANNIES

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

0-2 weeks from starting date: full refund

2-4 weeks from starting date: 75% refund

4-8 weeks from starting date: 50% refund

8-12 weeks from starting date: 25% refund

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