

Checklist for finalising your application

Congratulations on your decision to become an au pair or nanny in Australia!

1. Application Form

Complete the Application Form online at this link:

<https://www.jcraupairs.com.au/apply-to-au-pair-in-australia/>

At the end of the form you can upload the other documents (outlined below, items 4 - 13) that you have ready - we will eventually require you to email all of these documents to finalise your application

Take your time and check over your responses. When you have finished, press "Submit" and it will be submitted directly to us at JCR.

2. Interview

After you have submitted your application to us, we will be in contact to organise a video call which takes about 30 minutes to complete.

3. Childcare and Character References:

Submit at least 2 Childcare References that support your childcare experience. These are to be from non-family members.

References can be from families you have babysat or nannied for, a school, church or childcare centre, or sporting clubs where you have had responsibility for children. Contact us with any questions about obtaining your references.

In addition, please submit 1 Character Reference from a non-family member. This can be from an employer, teacher, neighbour, sporting coach etc.

You can submit copies of written references you already have. You can also email the links below to your referees and ask them to complete a reference online for you (Childcare or Character). When they have completed the reference form, it will be submitted directly to us at JCR. We will let you know when your referees have completed your references.

Childcare Reference:

<https://www.jcraupairs.com.au/childcare-reference-form-to-be-completed-by-referees-2/>

Character Reference:

<https://www.jcraupairs.com.au/character-reference-form-2/>

4. Host Family Letter

Write a detailed 400-500 word letter to your prospective host family containing information about your childcare experience, work experience, family, hobbies, interests and reasons for wanting to be an au pair in your chosen country.

Address it: "Dear Host Family"

This letter is one of the most important ways for a prospective host family to get to know you before interviews and to recognise the qualities you offer.

5 a. Photo Presentation - *required*

Prepare a colour photo presentation of yourself.

Include about 3-4 photos of yourself with children you have looked after (only if able to obtain appropriate permissions) and 4-6 happy looking photos of you on your own, with your family and doing your hobbies.

5 b. Video Presentation - *optional*

Create a video clip of yourself, 1-2 mins length, talking to camera about you - your childcare experience, work experience, family, hobbies, interests, special skills and qualities, and reasons for wanting to be an au pair overseas. This can contain similar information to your

host family letter. Make sure you are groomed well, don't speak too fast, and remember to smile sometimes!

6. Driver's licence

Make a copy of both sides of your driving licence; clearly show date licence was obtained.

After you have found a family, you must obtain an International Driving Permit just before you leave. We will give you details on how to do this.

You must take both the International and your current driving licence with you. [Australian and New Zealand applicants: a P licence is acceptable]

This does not apply if you do not have a driving licence.

7. One colour photo

A smiling head and shoulders photo of yourself for your profile

8. Passport front page, showing expiry date

It should be valid for at least six months after the date you plan to return home.

9. Education attainment

Copies of highest and recent academic and / or vocational attainments. E.g. school completion, Certificate, Diploma, Bachelor. If you do not have a school certificate or any further education/training, provide a letter from the school confirming your attainment.

10. Copies of any other certificates you hold

Relevant training, First Aid, CPR, swimming, etc

11. Police Check / National Police Certificate

A current police/criminal check from your country of origin.

12. Certificate of Good Health

To obtain your Certificate of Good Health, visit your usual doctor / GP and ask for a letter / one page statement that you are of good physical and mental health with no evidence of drug or alcohol dependency, and that you don't have any medical conditions which would prohibit you from properly caring for young children.

You are welcome to submit any other information that you feel would support your application and make you appealing to prospective families.

You can upload electronic copies of all documents and items when requested at the end of your online Application Form;

OR email copies directly to
placements@jcraupairs.com.au

With any queries, WhatsApp/call us: +61 497 096 296

Privacy

JCR complies with all relevant privacy laws.

Your photo and a brief description may be placed on our overseas associate agency's web portal for only prospective host families to review. The families may then request your full profile. No identifying information will be published.

During your placement your name and email may be included in a contact list circulated by our associate agency to other au pairs in your destination country, to help you build new friendship networks.

Once your placement is completed / you have returned from overseas, we will destroy your application file.

JCR does not store credit card information.