



# ASE

Registered Office:  
East End House, Poulavone, Ballincollig, Co. Cork, Ireland, P31 Y309  
Tel 087-9956218 / 087-3142909  
www.aupairserviceeurope.com  
info@aupairserviceeurope.com

## Cultural Exchange Ltd., Au pair Service Europe

Director: J. Krautz (German) • Registered in Ireland • Company Registration No.: 592053

Dear Family,

Thank you for your enquiry about hosting an Au pair.

Au pair Service Europe specialises in the placement of German Au pairs and offers a unique service in Ireland, including the following:

- Provision of ongoing support to Au pairs during their stay
- Access to German-speaking staff (a German national) at all times
- Fixed bi-weekly support meetings in Cork City Centre for existing and new Au pairs
- five pre-arranged cultural and sight-seeing trips per year at a reduced rate
- English language classes for Au pairs at Au pair-friendly times

**Please complete and return the application form\*** to the address above, **along with the following:**

- **A signed copy of our terms and conditions of business**
- **A registration fee of €100.00.** (Please make cheques/bank drafts payable to "ASE Cultural Exchange". Please ask for our bank details if you would prefer to pay via bank transfer.) This is an administration fee and is non-refundable unless we are unable to provide you with an Au pair. This fee is deducted from the final placement fee, payable once the Au pair has arrived in Ireland.

In the meantime, please prepare:

- **A SHORT LETTER OF INTRODUCTION** to your Au pair – this should include information on the members of your family, your interests, a description of your home and surrounding area, the accommodation being provided for your Au pair, details of your children and what expectations you have of your Au pair. Your Au pair will be keen to learn all about you.
- **A SAMPLE DAILY SCHEDULE** for your Au pair, including the tasks which your Au pair is to perform. This is intended merely as a guide for your Au pair and will be subject to change. Include some photos of your family if possible.

These items can later be sent to your prospective Au pair.

Joachim Krautz, Au pair Service Europe

*\*Please note that a complete application form does not guarantee placement of an Au pair*



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### APPLICATION FORM FOR HOST FAMILIES, P1

Please complete this application in as much detail as possible in order to ensure a successful placement. Your information will be read by your Au pair. Please complete using **BLACK INK**.

Requested start date		Length of stay	
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FAMILY DETAILS	
Name	
Address	
Home phone number	
Mobile number	
Email address	

	MOTHER/PARTNER	FATHER/PARTNER
Surname		
First Name		
Nationality		
Date of Birth		
Occupation		
Hours of work		
Do you work nights?		
<i>If yes, how frequently?</i>		
Do you work weekends?		
<i>If yes, how frequently?</i>		

CHILDREN			
Name	Sex (M/F)	Date of Birth	Attends playschool? (Y/N)

Baby expected? (Y/N)		Approx. date	
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### APPLICATION FORM FOR HOST FAMILIES, P2

Do you have any children with disabilities or special needs? .....  YES .....  NO

If yes, please provide details below:

Have you had an Au pair before? .....  YES .....  NO

If yes, when? .....

Do you have household help? .....  YES .....  NO

If yes, how often? .....

Do you or does your partner smoke? .....  YES .....  NO

Are there other persons staying with you? .....  YES .....  NO

If yes, please explain the relationship: .....

.....

Are there any other aspects of your family life which should be given consideration, for example:

Vegetarian diet? .....

.....

How would you describe the area in which you live?  city centre  suburb  small town  village  rural

Is there public transport from your home to the city centre/town? .....  YES .....  NO

May the Au pair attend language classes if she wishes to? .....  YES .....  NO

Do you have pets? .....  YES .....  NO

If yes, please state exactly what types of animals and whether or not your Au pair will be required to care for them? .....

.....

.....

Are you willing to accept an Au pair who smokes? .....  YES .....  NO .....  Yes, but not within the home

Do you require that your Au pair hold a driving licence? .....  YES .....  NO



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### APPLICATION FORM FOR HOST FAMILIES, P3

Will your Au pair have her own separate room? .....  YES .....  NO .....  will share with child

Duties	Monday	Tuesday	Wednesday	Thursday	Friday
Cooking					
Cleaning					
Childcare					
Other (driving, etc)					
Weekend duties					

Weekly pocket money offered ( <i>that is, the weekly allowance, less deductions for room &amp; board and any other contributions that might be applicable</i> )	€
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Description of Au pair's accommodation:

MISCELLANEOUS	
Will you provide a car for childcare duties?	
Will you provide a car for private use?	
Hours per week required of Au pair (in total)	
Hours per weekend require of Au pair	
Days off-duty for Au pair	
Will you permit friends and/or boyfriends to visit?	
Will you permit use of the family TV?	
Will your Au pair have access to the Internet?	
Will you permit use of the family phone?	

#### ADDITIONAL INFORMATION

Please provide any further information that you feel would be relevant for a successful placement.

(Please use additional pages, if required.)



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## APPLICATION FORM FOR HOST FAMILIES, P4

Dear Client Family,

This document constitutes the Terms and Conditions governing the arrangement between you, "the Client", and us, "the Agency", (hereafter referred to as "Terms and Conditions of Business"). It is very important that you read this document carefully. You must sign and return it to us stating that you have both read and understood the Terms & Conditions of Business, before an Au pair placement can be confirmed.

**TERMS & CONDITIONS OF BUSINESS:** The engagement of an applicant is deemed to be an acceptance of our Terms & Conditions of Business upon which engagement and acceptance the relevant fee is payable. The agency fees ("the Placement Fee") are for the introduction of the Au pair only and do not include any weekly allowance to be paid to the Au pair at regular intervals or otherwise, or any other payment howsoever occurring.

If the Au pair leaves or is asked to leave within the first four weeks, a replacement Au pair will be provided at no extra cost provided the Client has complied with the Terms & Conditions of Business, and subject to availability of a replacement Au pair. In the event that an Au pair's engagement is to end, a minimum of one week's notice must be given by the Client to the Au pair. During that period, board & lodging must continue to be provided and weekly allowance must be paid by the Client to the Au pair. Furthermore, the Au pair must continue to carry out his/her duties as before. In the case of any serious misconduct by the Au pair, the Client may terminate the engagement with immediate effect but must provide alternative accommodation for a period of 48 hours from the date of termination. No further replacement Au pair will be provided, nor will a refund be made if the engagement of a replacement Au pair is terminated, for whatever reason. The Au pair shall be entitled to terminate his/her engagement with immediate effect in the event of unreasonable demands by the Client, with the Client forfeiting their rights to a replacement/refund. In the event of a suitable Au pair not being available upon premature termination of a placement, a refund will be made in accordance with the following conditions:

\*If placement ends within 2 weeks : one half of the Placement Fee will be refunded. \*If placement ends within 4 weeks: one third of the Placement Fee will be refunded. \*If the placement lasts more than 4 weeks, NO refund will be made.

**Refunds will not be made:**

- should the Client not allow the Agency a reasonable period of time to find a replacement Au pair.
- if the Client makes alternative arrangements which result in the services of the Au pair no longer being required.
- If the Au pair's departure is as a result of unreasonable demands on the part of the Client, eg: too many hours, no free days. In this case, there will be no obligation on the part of the Agency to provide a replacement Au pair.
- if our Terms & Conditions of Business have not been adhered to by the Client

**THE AGENCY ACTS AS AN INTRODUCTION AGENCY ONLY.** We DO NOT check Au pairs' references. However, we will not send the Client information on an Au pair who has not provided us with references. We advise all families to check these references and that the final responsibility for doing so rests with the Client. The Agency shall in no circumstances be liable for any damage, loss, expense, delay or injury to property or persons from any act or omission howsoever arising, even if the omission is fraudulent or negligent and from any inconvenience suffered or incurred by the Client in engaging the Au pair. In this regard the Client hereby indemnifies the Agency from any loss suffered by any party as a result of the acts or omissions of the Au pair while in the care of the Client.

In the event of an Au pair being unsuitable, the Agency will endeavour to provide a replacement Au pair for the Client, subject to availability. Please be aware that, given the nature of the cultural exchange formula between Au pair and Host Family, it occasionally arises that an insurmountable personality-related incompatibility results in the early departure of an Au pair from the home of the Host Family. The agency cannot be held responsible for such an eventuality but may, depending on the circumstances, offer a partial discount for a replacement Au pair, subject to availability.

**Please note: All Au pair conditions are covered by the EMPLOYMENT AGENCY ACT of 1971. The Au pair must be paid a weekly allowance commensurate with the minimum hourly wage paid to a school-leaver, less a specified amount per week for room & board. THE AU PAIR IS TO BE PAID FOR HOURS ON DUTY ONLY. Please see the guidelines provided for information on how to calculate the weekly allowance. The onus is on the Client to comply with Irish legislation in this respect. The Client hereby confirms that the Agency has informed them of their legal obligations.**

**Agency fees:** The total Placement Fee for an Au pair is as follows: For an Au pair staying for a period of **up to 4 months** (summer placement): **€295.00**. For an Au pair staying **up to 8 months**: **€495.00**. For an Au pair staying **longer than 8 months**: **€695.00**.

The Placement Fee is payable within 14 days of receipt of our invoice to ensure that you qualify for the replacement / refund terms. (Please read the "Terms & Conditions of Business" above.) Your registration fee of €100.00 is deductible from the total Placement Fee payable.

**I have read and agree to the terms and conditions set forth above.**

Signed:

Date:



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### GUIDELINES FOR HOST FAMILIES

Ireland is the only country in the EU that has no legislation recognising an Au pair programme, as such. However, in May 2015, the then Minister for Justice and Equality, Ms Frances Fitzgerald, clarified the status of an Au pair as someone participating in a cultural exchange programme: *"An Au pair arrangement is a private, voluntary, shared understanding between the parties concerned, namely a private household or sponsor family and a private individual. An Au pair is regarded not as an employee but is received by a family and treated as a family member in exchange for certain services, such as a limited amount of light housework or baby-sitting."*

Yet in the absence of legislation, the Au pair must be paid a weekly allowance commensurate with the minimum wage that is paid to a school-leaver per working hour, less a deduction of €54 per week for room and board.

**Au pair hours are capped at 35 hours per week. Au pair allowances will be calculated for time on duty only, and will not include any payment for lunch or rest breaks. Even short breaks throughout the day when the Au pair is off duty can be added up and subtracted from the weekly engagement.**

In addition to the deduction for room and board you may – in agreement with your Au pair – deduct a contribution towards the car insurance, for instance, in cases where the Au pair sometimes has access to the car for private use. However, the minimum pocket money per week that we ask our host families to pay their Au pair should always be at least the amount we specify in our email communication with you.

We would also strongly recommend that host families now keep a weekly log of on-duty Au pair hours and to retain this record. Or, as is customary in France and Germany, provide time sheets for each week which are signed and retained. We recommend that you give a copy of this log to your Au pair, as well.

**Please be assured that AUPAIR SERVICE EUROPE works only with recognised European cultural exchange organisations. All of our applicants wish to be integrated into the daily life of the host family. They choose the Au pair programme to experience our country, our culture and our way of life, in a safe and secure environment. The applicants expressly do not wish to be considered as workers, nor treated as employees, but rather as family members and it is important that our host-families remain cognisant of that.**

The Au pair's priority is the children: playing with them, going for walks, helping with homework, picking up or dropping to school, making food for them. When your Au pair is off duty, it is important for the family to allow her time alone (i.e. in her room without the children coming and asking to play, etc.)

It is usual that the Au pair would help in the household as much as other members of the family, i.e. clearing up after dinner, making lunch – sometimes dinner – for the children and tidying up afterwards. Helping children to keep their toys tidy and to keep their rooms tidy, and doing laundry for the children are also tasks your Au pair would do. Doing some tidying of communal areas and some sweeping up/hovering – but not of the entire house – can also be expected of your Au pair.

It is usual that the Au pair would have 2 days off per week (i.e. days when she is not in charge of the children but is free to go out with friends, etc). This would typically be a Sunday and one other day (or 2 half-days).

Au pairs also usually take some time off during their stay – when family or friends come to Ireland, for example – at which time the Au pair often travels around Ireland. The guideline is: 1.5 paid holiday days per month. Any holiday time is usually agreed in advance and the family is usually flexible about this. Please let your Au pair know that she can have time off, but that you will need advance warning of when this time will be taken, in order to allow you make alternative arrangements for child-minding, etc.

Please be aware that the Au pair position is not the same as that of a cook, cleaner or gardener, so such heavier tasks cannot be expected to be the Au pair's responsibility.

Every family and Au pair situation is different. We encourage you to be flexible – it is a process of give-and-take on both sides. If you treat your Au pair fairly and she does likewise, problems are less likely to occur.

It is very important to start as you mean to continue: resist the urge to treat the Au pair like a guest too much as this sometimes leads to problems when the family later begins to ask the Au pair to do chores that were not asked of her in the beginning. Make a schedule for your Au pair – consulting her in the process and agreeing the schedule with her – and then adhere to it.

Above all, remember that this is a cultural exchange programme and you are acting as host parents to the Au pair.

If things are not working out, please contact us first. If the Au pair decides things are not working out and wants to go home, she should give 1 week's notice and should be paid until the date on which she ceases. Similarly, if the family wants to end the arrangement, 1 week's notice and payment to the Au pair are required. If, in the unlikely event that a serious situation arises, it is not possible for the Au pair to remain in the house, the family must provide hostel and/or B&B accommodation to the Au pair for a day or two until she can arrange for a flight home.