

I L S Languages

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Language Teaching - Au Pairs - Educational Home Placements

INTRODUCTION / TERMS AND CONDITIONS AND APPLICATION FORM

Thank you for your enquiry regarding Au Pairs. I will do our best to meet your requirements as quickly as possible. Your attention is drawn to our TERMS AND CONDITIONS OF BUSINESS. I will need the following in order to continue with your placement.

- 1) Completed and signed Application Form.
- 2) Reference from 2 respected members of your community (not friends of the family)
- 3) A recent medical certificate
- 4) A letter to the family about yourself giving details of hobbies, interests etc...
- 5) A recent photograph (3 copies) preferable passport

I hope I can help to find the right family for you, and I look forward to hearing from you.

Yours sincerely

Françoise Massey

TERMS AND CONDITIONS OF BUSINESS – March 2009

1) FEES:

Au Pair	1 month to 3 months	£125.00
Au Pair	From 3 months	£175.00

2) CONDITIONS DE PLACEMENT

Age minimum 18 years old. Candidates must speak and understand a minimum of French to communicate with the family. The choice of placement depends on the standard of French.

3) DEPOSIT

A Deposit of £75.00 to guarantee a placement and full payment 4 week before the placement commence date.

4) PAYMENT:

Payable with application form

Cheques Payable to I L S Languages

Bank Transfer to HSBC Bank
184 High Street
Bromley Kent BR1 1HL

Sort Code No. 40 15 05 Account No. 91751263

5) REFUNDS:

Refunds are solely to the discretion of I L S Languages and will be considered up to 4 weeks before the start date in UK

If YOU cancel a refund of 50% of payment.

If WE cannot place you a FULL refund will be given
(minus 15% for administration)

6) LIABILITY:

Although I L S Languages take care in placing all Au Pairs, I L S Languages and any of its agents are excluded from any loss resulting from the placement.

7) ACCEPTANCE:

Placement of an Au Pairs directly by ILS Languages or introduced to one of our associates will be deemed to be acceptance of these terms and conditions.

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AU PAIR \ APPLICATION FORM

Name.....Nationality:.....M/F.....

Address:.....

Languages spoken:.....Tel:.....

Religion:.....Age:.....Date of Birth.....Height.....Weight.....

Father's Occupation:.....Mother's Occupation.....

Other Family: I have.....Brother (s) aged.....&.....sisters(s) aged.....

Earliest arrival date:.....Preferred length of stay.....

QUALIFICATIONS:

Education diplomas etc:.....

Employment (including names and addresses of employers).....

Child care/housework experience:.....

PERSONAL:

Driving licence validif so, are you happy to drive in other countries.....

Languages Spoken & level:.....

Do you like animals?Do you have any allergies?.....

General health.....Smoking: (never / not in house / sometimes / frequent)

Are you prepared to work longer hours than normal, if you have more pocket money.....

PREFERENCE: Location..... Religion.....Children age range.....

Special considerations (e.g. vegetarian).....

Any other information:.....

PTO.....

YOU MUST INCLUDE: (translated where necessary)

- 1) Reference from 2 respected members of your community (not friends or family)
- 2) A recent medical certificate.
- 3) A letter to the family about yourself giving details of hobbies, interests etc.
- 4) A recent photograph, (2 copies) preferable passport size and some with family members.

You are responsible for paying the fare to France or from England and also for making enquires to a representative of the French Immigration Service about any relative immigration requirements.

Do you have any convictions for any criminal offences?.....If yes, give details

.....

You are warned that making false statements is a serious offence which could result in your deportation.

I am not registered with any other agency.

If I am registered with another Agency I will inform you immediately.

I declare that I am unmarried and have no dependent and that I know of no reason why I may not be an Au Pair and that the information given on the form is true and complete.

Signed.....

Dated.....