



APPLICANTS PREFERENCES	
Do you have experience with disabled children?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you willing to care for a disabled child?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Would you like to be placed in a family with children in the age of :	
<input type="checkbox"/> New Born	<input type="checkbox"/> 3-6 years
<input type="checkbox"/> 1-12 months	<input type="checkbox"/> 6-10 years
<input type="checkbox"/> 1-3 years	<input type="checkbox"/> older than 10 years
Are you willing to work with a single mother or father?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If not please explain	
WORKING OPTIONS	
I would like to apply for ...	
<input type="checkbox"/> OPTION ONE - 15 hours work and one night babysitting - \$50	
<input type="checkbox"/> OPTION TWO - 20 hours work and two nights babysitting - \$75	
<input type="checkbox"/> OPTION THREE - 30 hours work and three nights babysitting - \$120	
<i>Note: OPTION THREE is only available to applicants eligible to apply for a Working Holiday Visa</i>	
COURSE OPTIONS	
I would like to study the following (you may choose more than one).	
For more detail on any of the courses listed below please refer to Brochure.	
<input type="checkbox"/> General English	
<input type="checkbox"/> Cambridge First Certificate in English (FCE)*	
<input type="checkbox"/> Cambridge Certificate of Advanced English (CAE)*	
<input type="checkbox"/> Certificate IV in English for Academic Purposes (University Preparation)*	
<input type="checkbox"/> Certificate IV in Adult Tertiary Preparation (University Foundation Studies)*	
<input type="checkbox"/> Certificate IV un TESOL (Teacher Training)	
<input type="checkbox"/> Diploma of Business	
*(English and/or academic prerequisites apply)	

QUALIFICATION/ACADEMIC RECORD	
(Attach certified translated copies of academic transcripts)	
Highest Education Level (eg O Levels, A levels, university study)	
Name of School:	
Completion Date:	
Intended final career:	
Employment Experience	YES <input type="checkbox"/> NO <input type="checkbox"/>
(Attach details of any relevant employment experience)	
ENGLISH LANGUAGE PROFICIENCY (tick appropriate box and attach results)	
ELEMENTARY <input type="checkbox"/>	PRE-INTERMEDIATE <input type="checkbox"/>
INTERMEDIATE <input type="checkbox"/>	ADVANCED <input type="checkbox"/>
Please attach evidence if possible:	
IELTS (results):	
TOEFL (results):	
PELA Proficiency test:	
Other:	
AIRPORT PICK UP & ARRIVAL ACCOMMODATION	
Do you require airport pick up?	YES <input type="checkbox"/> NO <input type="checkbox"/>
On Arrival Accommodation: The Coordinator will make every effort to place you with your family as a homestay student for your Orientation week.(you first week of study). In the event that this is not possible you will be placed in the Phoenix Academy Student Residence.	



## DECLARATION

I \_\_\_\_\_ declare that the information supplied in the application and supporting documentation is true and complete. I understand that Phoenix Academy reserve the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I agree that I have read, understood and agree to be bound by the conditions of enrolment, including the Cancellation and Refund policy of Phoenix Academy, for the Demi Pair/Au Pair Program and the courses I choose to study in.

**PRIVACY STATEMENT:** I understand that the information provided in this form will be used for the purposes of and in relation to my placement as a Demi Pair/Au Pair and to my enrolment at Phoenix Academy. Where privacy principles apply, Phoenix Academy restricts access to those staff members who may need who may need the information in carrying out their responsibilities in the Demi Pair/Au Pair Program management, academic and/or personal interests of the student. Phoenix Academy does not provide, by commercial arrangement or otherwise, the personal information of students except in the following cases:

- when authorized in writing by the student to do so, and
- where required or authorized by law, to government and regulatory authorities, credit reporting and fraud checking agencies, or to your authorized representative (eg legal representative). Information provided may be made available to commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, Pursuant to obligations under the ESOS Act 2000 and the National Code of Practice.

Signature of Demi Pair/Au Pair:	Date
---------------------------------	------

OR

Signature of Authorised Representative:	Date
---	------

Name of Authorised Representative:	
------------------------------------	--

**NB PLEASE CHECK WITH THE "APPLICANTS CHECKLIST" THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED.**



## Child Care Reference

Please note relatives may not complete this form!

Please complete in BLOCK CAPITALS IN BLACK INK

Name of Applicant: \_\_\_\_\_

How do you know the applicant? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For how long have you known the applicant? \_\_\_\_\_

\_\_\_\_\_

For how long have you employed the applicant? \_\_\_\_\_

\_\_\_\_\_

When did she/he last care for your children? \_\_\_\_\_

\_\_\_\_\_

Did she/he work regularly or occasionally? \_\_\_\_\_

\_\_\_\_\_

Please give the ages of the children she/he cared for: \_\_\_\_\_

\_\_\_\_\_

Please explain the applicant's duties at your home. Did she/he help with the household chores (cleaning, cooking, vacuuming etc) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did the applicant live with your family? If so, for how long: \_\_\_\_\_

\_\_\_\_\_

Please indicate the level of the applicant's skills and abilities in the following categories:

Love for the children:  Poor  Average  Good  Excellent

\_\_\_\_\_

Understanding of the children:  Poor  Average  Good  Excellent

\_\_\_\_\_

Responsibility:  Poor  Average  Good  Excellent

\_\_\_\_\_

Flexibility:  Poor  Average  Good  Excellent

\_\_\_\_\_

Punctuality:  Poor  Average  Good  Excellent

\_\_\_\_\_

Honesty:  Poor  Average  Good  Excellent

\_\_\_\_\_

Maturity:  Poor  Average  Good  Excellent

\_\_\_\_\_

Warmth/Compassion:  Poor  Average  Good  Excellent

\_\_\_\_\_

Ability to work with adults:

Poor  Average  Good  Excellent

\_\_\_\_\_

How would you describe the applicant?

Poor  Average  Good  Excellent

\_\_\_\_\_

Would you recommend the applicant to a foreign family?

Please give details  Poor  Average  Good  Excellent

\_\_\_\_\_

Please give your opinion of the applicant's ability to handle new situations and possible stress, culture shock etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the applicant any health or family problems which may affect her/his participation in the program?  
*If yes please give details*

YES  NO

To the best of your knowledge, has the applicant ever been convicted or charged with a criminal offence.  
*If yes please give details*

YES  NO

You may be telephoned to discuss this reference.

Do you speak English? YES  NO

Best time to call: \_\_\_\_\_

Full name in capital letters \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Country: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel. Work: \_\_\_\_\_

Tel. Home: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_



## Child Care Reference

**Please note relatives may not complete this form!**  
Please complete in BLOCK CAPITALS IN BLACK INK

Name of Applicant: \_\_\_\_\_

How do you know the applicant?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For how long have you known the applicant?  
\_\_\_\_\_

For how long have you employed the applicant?  
\_\_\_\_\_

When did she/he last care for your children?  
\_\_\_\_\_

Did she/he work regularly or occasionally?  
\_\_\_\_\_

Please give the ages of the children she/he cared for:  
\_\_\_\_\_  
\_\_\_\_\_

Please explain the applicant's duties at your home. Did she/he help with the household chores (cleaning, cooking, vacuuming etc)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did the applicant live with your family? If so, for how long:  
\_\_\_\_\_

**Please indicate the level of the applicant's skills and abilities in the following categories:**

Love for the children:  Poor  Average  Good  Excellent  
\_\_\_\_\_

Understanding of the children:  Poor  Average  Good  Excellent  
\_\_\_\_\_

Responsibility:  Poor  Average  Good  Excellent  
\_\_\_\_\_

Flexibility:  Poor  Average  Good  Excellent  
\_\_\_\_\_

Punctuality:  Poor  Average  Good  Excellent  
\_\_\_\_\_

Honesty:  Poor  Average  Good  Excellent  
\_\_\_\_\_

Maturity:  Poor  Average  Good  Excellent  
\_\_\_\_\_

Warmth/Compassion:  Poor  Average  Good  Excellent  
\_\_\_\_\_

Ability to work with adults:

Poor  Average  Good  Excellent

\_\_\_\_\_

How would you describe the applicant?

Poor  Average  Good  Excellent

\_\_\_\_\_

Would you recommend the applicant to a foreign family?

Please give details  Poor  Average  Good  Excellent

\_\_\_\_\_

Please give your opinion of the applicant's ability to handle new situations and possible stress, culture shock etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the applicant any health or family problems which may affect her/his participation in the program?  
*If yes please give details*

YES  NO

To the best of your knowledge, has the applicant ever been convicted or charged with a criminal offence.  
*If yes please give details*

YES  NO

**You may be telephoned to discuss this reference.**

Do you speak English? YES  NO

Best time to call:

Full name in capital letters

\_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Country:

Postcode:

Tel. Work:

Tel. Home:

Signature:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

\_\_\_\_\_





## DEMI PAIR / AU PAIR CHARACTER REFERENCE

**Please note relatives may not complete this form!**  
Please complete in BLOCK CAPITALS IN BLACK INK

Name of Applicant:

How do you know the applicant?

How long have you known the applicant?

Would you recommend the applicant for placement as a Demi Pair/Au Pair? Please give your reasons in as much detail as possible

How would you describe the applicant?

Has the applicant any health or family problems which may affect their participation in the program? YES  NO

Please give your opinion of the applicant's ability to handle new situations and possible stress, culture shock etc.

Please comment on the applicant's abilities and qualities in the following areas:

HONESTY:

PUNCTUALITY:

RESPONSIBILITY/MATURITY:

COMMUNICATION SKILLS:

LOVE OF CHILDREN:

FLEXIBILITY:

To the best of your knowledge, has the applicant ever been convicted or charged with a criminal offence? YES  NO

If yes please give details:

**You may be telephoned to discuss this reference.**

Do you speak English? YES  NO

Best time to call:

Full name in capital letters

Address

Country: Postcode:

Tel. Work:

Tel. Home:

Signature:

Date:





## DEMI PAIR / AU PAIR CHARACTER REFERENCE

<b>Please note relatives may not complete this form!</b>	
<b>Please complete in BLOCK CAPITALS IN BLACK INK</b>	
Name of Applicant:	
How do you know the applicant?	
How long have you known the applicant?	
Would you recommend the applicant for placement as a Demi Pair/Au Pair? Please give your reasons in as much detail as possible	
How would you describe the applicant?	
Has the applicant any health or family problems which may affect their participation in the program? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Please give your opinion of the applicant's ability to handle new situations and possible stress, culture shock etc.	
Please comment on the applicant's abilities and qualities in the following areas:	
HONESTY:	
PUNCTUALITY:	
RESPONSIBILITY/MATURITY:	

COMMUNICATION SKILLS:	
LOVE OF CHILDREN:	
FLEXIBILITY:	
To the best of your knowledge, has the applicant ever been convicted or charged with a criminal offence? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes please give details:	

<b>You may be telephoned to discuss this reference.</b>	
Do you speak English? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Best time to call:	
Full name in capital letters	
Address	
Country: <span style="float: right;">Postcode:</span>	
Tel. Work:	
Tel. Home:	
Signature:	
Date:	



# MEDICAL REPORT

This is to certify that

STUDENT NAME

---

Born

Day Month Year

---

Is in general good health  
And that an ordinary clinical examination  
Shows normal conditions  
With no definite symptoms of illness

---

DATE

---

PLACE

---

SIGNATURE OF DOCTOR







## Dear Host Family

You can use this page for pictures of your friends and family. Pictures in which you are actively involved with children are important! Try to use clear pictures and give an explanation (in English) with each picture. This way your host family can get a good impression of your life.

## DEMI PAIR / AU PAIR HOST FAMILY CONTRACT

### INTRODUCTION

The Demi Pair/Au Pair Programme is designed for students who want to work for and live with an Australian family while they follow language studies in Perth, Western Australia. The program is available to female students over the age of 18 whose applications have been processed and verified by the Academy prior to arrival in Australia. Please read the following details carefully.

### BOARD AND LODGINGS

This is read to mean that in exchange for their agreed hours per week of work, Demi Pair/Au Pairs will receive full board (3 meals a day, 7 days a week) and lodging in their own private room.

### WORKING HOURS

There are three options available. Demi Pair/Au Pairs are not required to work during school time (unless special arrangements are made within this contract for picking up and dropping off children). Demi Pair/Au Pairs need to be paid in cash on a weekly basis. Alternative work options need to be agreed upon with the Co-ordinator and Demi Pair/Au Pair, please outline in this contract.

### FREE TIME

One full day off per week (usually Sunday) providing that the Demi Pair/Au Pair has completed her duty hours for the week. Flexibility with the hours is expected of the Demi Pair/Au Pair and is to be negotiated with families.

### REMUNERATION

#### Demi Pair:

There is the opportunity for the Demi Pair/Au Pair to earn more by working additional hours (to a maximum of 20 hours per week) for a recommended payment of \$8 per hour, to be negotiated with students in advance.

Please note, that due to immigration restrictions on a student visa, Demi Pair/Au Pairs may not work more than 20 hours/week.

#### AU PAIR

As above, however there is no restriction on the additional hours worked.

### TERMINATION

In the case of the placement not working out and the Co-ordinator deems not necessary to terminate the placement, two weeks notice is to be given to the family or the Demi Pair/Au pair depending on the circumstances. This allows for a replacement to be found as early as possible. Under no circumstances is the contract to be terminated by either party without advising the Co-ordinator.

### ORIENTATION - ADVICE TO FAMILIES

In the Demi Pair/Au Pair's first week at school, Orientation Week, the Demi Pair/Au Pair where possible stays with the family as a homestay and does not work, as the Demi Pair/Au Pair\* will not have received their work rights permission from DIMIA until week two. We encourage you to use this time to sit down with your Demi Pair/Au Pair to shadow you in this week so as to learn the duties required. This week also gives them time to settle into school life and discuss any queries they may have with the Co-ordinator before taking up their position as a Demi Pair/Au pair.

PLEASE REMEMBER: The Demi Pair/Au pair becomes part of your family and at no time is to be treated as "Hired Help".

*\* Note: Au Pairs do not require separate work rights permission*

### CONFIDENTIALITY

The Demi Pair/Au Pair agrees to keep the personal and business affairs of the family confidential at all times, and not to discuss any grievances with her classmates or other families.

### DRUGS AND ALCOHOL

The Demi Pair/Au Pair must never consume alcohol or be under the influence of alcohol ( or other illegal drugs) when she is in charge of the children. Failure to comply with the alcohol and drug guidelines will result in the Demi Pair/Au Pair being asked to leave the program.

### SMOKING

The majority of families require non-smokers. If your Demi Pair/Au pair is a smoker, she will be prepared to smoke outside the house only.

### TRUSTWORTHINESS AND RESPONSIBILITY

These are of vital importance. Having children in her care requires the Demi Pair/Au Pair to be alert, level headed and use common sense so that she can assume control of different day-to-day situations. Should the family feel at any time that the Demi Pair/Au Pair is not fulfilling this requirement the Academy needs to be notified immediately.

### LENGTH OF STAY

The length of stay will depend on the length of the English Course. The minimum placement is for three months, the maximum being one year. If Demi Pair/Au Pairs staying longer than 6 months are required to change family, the Academy undertakes to find the Demi Pair/Au Pairs to a replacement family. The Demi Pair/Au pair may not change or leave the family without the permission of the Academy. If she does, she will be in breach of the contract and will have to pay for alternative accommodation.

*Note: The maximum duration for Au Pairs with one family is 6 months.*

## CONDITIONS OF ENROLMENT

- 1) The academy has the right to modify the program at any time.
- 2) Should the Demi Pair/Au Pair wish to take leave outside her one day off per week this needs to be negotiated with the family and one week's notice is required. The Demi Pair/Au Pair does not receive payment for the period of leave.
- 3) Should the family be away from home with the children for a period the Demi Pair/Au Pair will receive full board but will not receive payment for the childcare and Demi Pair/Au Pair duties during this period
- 4) In the case of a child being sick the Demi Pair/Au Pair may be needed to care for the child, she will be excused from class for a maximum of five days. This will be added on to her course.
- 5) The Academy reserves the right to defer or cancel a placement if it is found that after a minimum period of two weeks the Demi Pair/Au Pair:
  - Does not have sufficient competency or interest in childcare/ household duties.
  - Does not have the English competency to cope with the job
  - Shows inappropriate behaviour in the placement family

Should such circumstances occur the Academy will decide whether to endeavour to find a replacement family for the Demi Pair/Au Pair, however, in the interim period it is the responsibility of the Demi Pair/Au Pair to pay the cost of accommodation.

- 6) The Academy reserves the right to defer or cancel the placement if it is found that after a minimum period of two weeks the host family is not abiding by the contract agreed upon. Should such circumstances occur the Academy undertakes to find a replacement family for the Demi Pair/Au Pair. The cost of accommodation incurred by the Demi Pair/Au Pair in the interim will be paid for by the Academy.
- 7) The Academy accepts no responsibility or liability made by a host family for any claims arising from an introduction to a Demi Pair/Au Pair student.

## AGREED DEMI PAIR/AU PAIR DUTIES

As indicated below, the following duties and conditions have been agreed on by the Demi Pair/Au Pair, the Academy and host family for the term of this contract only. Any further amendments to this contract need to be approved by the Academy.

### Host Family to tick next to required duty:

#### LIGHT HOUSEHOLD DUTIES

- Washing and vacuuming the floors
- Dusting and tidying the living areas
- Helping with washing, folding and ironing clothes
- Tidying the children's rooms and playroom
- Cleaning the children's bathroom
- Setting up table and clearing up after meals
- Helping the parents in the preparation of meals

#### CHILDCARE DUTIES

- Bathing and dressing the children
- Taking the kids for a walk/to the beach or park
- Feeding the children/Supervising meal times
- Babysitting
- Supervision during playtime
- Supervising/helping with homework
- Dropping off/Picking up from school (specify times below)
- Drop off/pick up from sporting or leisure activities

Other:

1.
2.
3.

NOTE: Phoenix English Language Academy has undertaken comprehensive background checks on all Demi Pair/Au Pair applicants and is neither liable nor responsible for any claims arising between the host family and the Demi Pair/Au Pair student.

Please tick the option that best suits your family

- OPTION ONE: 15 hours per week & one night babysitting \$50
- OPTION TWO: 20 hours per week & 2 nights babysitting for \$75
- OPTION THREE - 30 hours work and three nights babysitting - \$120

## DECLARATION

I, THE UNDERSIGNED, CONFIRM THAT I HAVE READ AND UNDERSTOOD ALL OF THE INFORMATION HEREIN. I AGREE TO ABIDE BY ALL THE CONDITIONS OUTLINED ABOVE

This contract is valid for the period dating from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### DEMI PAIR / AU PAIR NAME (IN BOLD PRINT)

Signature

Date

 /  / 

### HOST FAMILY (full name of one parent in bold print)

Signature

Date

 /  /

## DEMI PAIR / AU PAIR PHOENIX AGREEMENT

1. I confirm that I have read all written material provided by the Demi Pair/Au Pair agency in my home country and host country and that I fulfill all criteria. I understand that the Demi Pair/Au Pair program is a cultural exchange program and not a contract of work. I am aware that being a Demi Pair/Au Pair requires a high degree of both responsibility and flexibility and that I must take my duties seriously.
2. I confirm that I have answered all questions honestly and that all information in the application is true.
3. I shall familiarize myself with all visa requirements. I shall obtain necessary documents ( eg a valid passport ) prior to departure and shall not enter my host country without the appropriate visa (Student Visa or Working Visa)
4. I understand that my first week at the Academy will be my Orientation Week and I will not be working as a Demi Pair/Au Pair. I agree that I will submit my passport to the Phoenix Academy Registrar on my first day so that my work rights application can be submitted.
5. I agree to cover all costs for language courses, travel to and from my host country (unless otherwise stated in the program guidelines) and any debt incurred (eg telephone bills, etc). I shall bring emergency funds with me as recommended by the Demi Pair/Au Pair agency) to pay for unseen expenses.
6. I am familiar with and agree to abide by all program guidelines and conditions, in particular those regarding: the number and distribution of working hours, Demi Pair/Au Pair duties, pocket money, free time, holidays, language course, transportation costs, insurance and the termination of Demi Pair/Au Pair agreement.
7. Upon arrival in my host country, I shall discuss in detail with my host family the daily/weekly routine and our expectations of the Demi Pair/Au Pair Program.
8. I shall carry out my childcare duties and light household duties with diligence. In addition to my Demi Pair/Au Pair duties, I agree to keep my room clean and neat and to make a fair contribution to the cleanliness of the "common areas" of my host family's home.
9. I agree to abide by all rules set by the host family (eg use of the telephone and facilities within the home, daytime and overnight visitors, curfew, smoking etc.) During my stay I shall behave in a manner which does not reflect badly upon my host family, both Demi Pair/Au Pair agencies or my home country.
10. I shall seek the advice of the host family before administering any form of discipline on the children. Under no circumstances shall I hit the children or leave them alone.
11. I shall discuss with my host family any arrangements for holidays well in advance.
12. I shall make a concerted effort to experience the culture of my host country and to learn the language. I shall respect cultural differences and display tolerance towards others.
13. I realize that the success of my Demi Pair/Au Pair stay depends largely on my own initiative. I shall try to integrate myself into family life and, should any problem arise, communicate openly with the family and seek a solution.
14. If I have any problems or questions which cannot be discussed or resolved with my host family I shall contact the Coordinator for assistance.
15. I shall make every effort to resolve any differences with my host family. If no solution can be reached and I decide to leave the family, I agree to give 14 days advanced notice. During this time period, I shall perform my normal duties and receive room, board, and pocket money. If I request to be placed with a new family, I realize this might involve moving to the Phoenix Academy student residence for an interim period.
16. I understand that I shall be expelled from the program and must return home if:
  - I fail to abide by this agreement or program guidelines.
  - I falsify any information in my application ( eg regarding smoking, childcare experience, health,etc)
  - I consume alcohol or be under the influence of alcohol (or other illegal drugs) when I am in charge of the children.
  - I begin my Demi Pair/Au Pair work before receiving a proper visa with work rights.
  - I am responsible for repeated problems with two or more families.
  - I disobey the laws of my host country.
17. I also agree to
  - Keep the personal and business affairs of the family confidential at all times, and not to discuss any grievances with my class mates.
  - To smoke outside only (if you are a smoker).
18. I agree to leave my host country before my visa with expires.
19. I shall not undertake any other paid employment and will perform only those tasks related to the Demi Pair/Au Pair program.
20. Should I decide to cancel my application, I shall inform the Demi Pair/Au Pair agency at once.
21. I shall notify the Demi Pair/Au Pair agency immediately if there are any changes to the information included in my application.
22. I understand that the Academy accepts no responsibility or liability made by a host family for any claims arising from an introduction to a student.

**DEMI PAIR / AU PAIR NAME (IN BOLD PRINT)**

Signature

Date

 /  / 

**WITNESS (FULL NAME IN CAPITAL LETTERS)**

Signature

Date

 /  /