



AUPAIR LINK

Thank you for giving us the opportunity to find you a great au pair!

Family 1 Details

Mother		Father	
Name		Name	
ID Number		ID Number	
Occupation		Occupation	
Work Tel		Work Tel	
Cell		Cell	
Email		Email	
Home Address		Home Address	

Children's Details

Child 1	
Name	
Age	
Gender	
Home Language	
Extra Murals	
Medication	
Date of birth	
School	
School address	
Allergies	
Special needs	
Describe your child's temperament	

Child 2	
Name	
Age	
Gender	
Home Language	
Extra Murals	
Medication	
Date of birth	
School	
School address	
Allergies	
Special needs	
Describe your child's temperament	

Child 3	
Name	
Age	
Gender	
Extra Murals	
Medication	
Date of birth	
School	
School address	
Allergies	
Special needs	
Describe your child's temperament	

Family 2 Details

Mother		Father	
Name		Name	
ID Number		ID Number	
Occupation		Occupation	
Work Tel		Work Tel	
Cell		Cell	
Email		Email	
Home Address		Home Address	

Children's Details

Child 1	
Name	
Age	
Gender	
Home Language	
Extra Murals	
Medication	
Date of birth	
School	
School address	
Allergies	
Special needs	
Describe your child's temperament	

Child 2	
Name	
Age	
Gender	
Home Language	
Extra Murals	
Medication	
Date of birth	
School	
School address	
Allergies	
Special needs	
Describe your child's temperament	

Child 3	
Name	
Age	
Gender	
Extra Murals	
Medication	
Date of birth	
School	
School address	
Allergies	
Special needs	
Describe your child's temperament	

Au Pair Requirements

Please fill in your preferences below. Should you not have preferences then you may leave it blank.

Gender	
Age	
Ethnicity	
Language\s	
Religion	
Educational Requirements	
Childcare Experience	
Non Smoker	
Able to swim	
Start date	
Estimated duration	
Live-in\Live-out	
Other Requirements:	

Au Pair Duties

Pls indicate the au pairs duties:

Work weekends	
Work public holidays	
Work school holidays	
Get children up and ready in the morning	
Prepare breakfast	
Prepare lunches	
Take children to school	
Collect from school	
Prepare lunch/snacks for the children	
Take the children to extra mural activities	
Supervise Homework/assist projects	
Take children on outings	
Prepare dinner for children	
Bath children	
Run errands for family	
Grocery shopping	
Baby sitting	
Travel with family	
Stay in with family	
Attend family functions	
Other	

Au Pair Remuneration

Suggested hourly rates as follows:

0-5 hours per week	R100/ hr
6-12 hours per week	R75/ hr
13-20 hours per week	R65/ hr
21-30 hours per week	R60/ hr
31 or more hours per week	R55/ hr

Please Note that the above is a guideline only. The salary is entirely at your discretion. Au Pairs generally earn between R40 – R70 / hour but many factors can be taken into account (Au Pair's age, experience, qualifications etc) when making your decision.

Over time work should be reimbursed at 1.5 x the hourly rate Sundays & Public Holidays should be reimbursed at double the hourly rate

The above rates are not inclusive of travel, which is usually reimbursed at AA rates. Usually the family decides to include a travel allowance into the monthly salary but due to fluctuating petrol prices we suggest you reimburse the Au Pair at AA rates.

Au Pair Working Hours

Monday:	Tuesday:
Wednesday:	Thursday:
Friday:	Saturday:
Sunday:	Total weekly hours:
Estimated km's Au pair would do weekly:	

Fees

REGISTRATION:

We require an upfront non-refundable registration fee of R350.00 before we begin processing the application. This is to cover all our administration costs and includes all adverts that we may have to place for you.

PLACEMENT FEES:

These are once off fees & are payable once you have chosen one of our candidates. The rate is calculated on the candidate's total salary for the duration of the contract period. This fee is payable in full 7 days from the date of invoice. Invoice is submitted on the date of decision to employ, not on date of commencement of employment. Upon finding a suitable candidate the placement fee is calculated as follows:

PERMANENT PLACEMENT:

If the contract is for 12 months or more the placement fee is between 8 - 10% of the au pairs annual salary:

Example

Monthly salary R4000.00

Annual salary: R48 000.00

Multiplied by 8%

R3840.00 Placement fee.

We will provide an 8 week guarantee period where Au Pair Link will replace the au pair free of charge if the client is dissatisfied or if the au pair leaves/discharged for any reason. Au Pair Link will thereafter replace the original au pair for 50% of the original placement fee levied up until the end of the first 6 months of employment.

PLEASE NOTE:

All placement fees must be paid in full, 7 days from the date of invoice. Invoice is submitted on the date of decision to employ, not on date of commencement of employment. Should the fees not be paid Au Pair Link reserves the right to instruct the chosen au pair not to commence work or return to work until such fees have been paid and the transfer/deposit slip as well as agreement has been returned us.

All payments to be paid directly into our account as follows:

Account Name	: Au Pair Link
Bank	: FNB
Branch	: ClearWater (251-141)
Acc Number	: 62340 136 474
Reference	: Name & surname

Terms & Conditions

Interviewing a candidate from Au Pair Link will indicate acceptance of both the fee structure and terms & conditions.

All Au Pair Link candidates are covered by a 12-month exclusivity agreement. This provides that in the event of a candidate being employed within 12 months of the initial interview, the full placement fee will become immediately payable to Au Pair Link.

The use of a third party to "recruit" a candidate, in order to avoid the payment of fees will incur a similar charge.

The client is required by law to have a contract of employment with the candidate, with which Au Pair Link can assist you with.

Whilst Au Pair Link will take all reasonable care to ensure the suitability of the candidate, it is the Client's responsibility to satisfy him or herself before offering the position - the final decision to accept the candidate remains with the Client.

Placement Fee

Interviewing a candidate from Au Pair Link will indicate acceptance of both the fee structure and terms & conditions. All Au Pair Link candidates are covered by a 12-month exclusivity agreement. This provides that in the event of a candidate being employed within 12 months of the initial interview, the full placement fee will become immediately payable to Au Pair Link.

Should the placement fee not be settled within 7 days of the placement. A Late payment penalty of R50.00 per day will be levied until such time as fees are settled.

In the event of my failing to make payment on due date as aforesaid, I acknowledge that the full capital together with costs and interest will become due and payable without further notice and that the Creditor's rights against me shall not be deemed to have been waived should they accept any late payment from me.

Guarantee Period

We will provide an 8 week guarantee period where Au Pair Link will replace the au pair free of charge if the client is dissatisfied or if the au pair leaves/discharged for any reason.

Should the Au Pair cancel the contract prior to start date for whatever reason the Agency will endeavor to arrange a replacement and propose an alternative suitable candidate.

Au Pair Link's quality guarantee extends for a period of 60 days from start date. If during this period, an au pair decides to leave her family, Au Pair Link undertakes to replace the candidate free of charge, provided that the placement fee was paid within 7 days of the au pairs commencement date.

Should Au Pair Link not be given the opportunity to replace a candidate and/or make alternative arrangements via another source, this guarantee will be regarded as having been completely discharged. Neither will a refund be given if the Client no longer wishes to hire an Au Pair, regardless of the reason.

Please Note that Au Pair Link Quality guarantee specifically excludes:

- Retrenchment.
- Unfair dismissal.
- Illness and death.
- Breach of employment contract by the employer.

A replacement au pair will only be provided to Clients having paid before the start date & where the Agency has received written notification within 48 hours stating that the employment has been terminated.

Should a placement terminate after 60 days, the Agency is not obliged to offer a refund or free replacement. No refunds will be made on replacement Au Pairs.

Liability Clause

Au Pair Link acts as an intermediary only and is not the employer. The Client must ensure they are 100% sure of the suitability of the Au Pair prior to hiring them – Au Pair Link is not responsible if the Au Pair proves to be unsuitable. The choice of Au Pair remains the Client's decision, the Client accepts these terms and conditions, whether or not they sign the form and/or the conditions.

Au Pair Link accepts no liability of any kind for any inconvenience, loss of or damage to property, or any loss or personal injury or death howsoever arising directly or indirectly from any act or omission of any applicant introduced by the Agency even if such an act or omission is negligent or fraudulent or reveals dishonesty.

Au Pair Link will submit details of candidates with a valid driver's license for South Africa, but we are unable to guarantee the standard of the applicant's driving.

Declaration

I _____ hereby acknowledge and understand the above terms and conditions and agree to be bound thereby.

Signed at _____ on this day _____ of _____ 2014

Signature of the applicant