

AAPL1 Au Pair Checklist and Instructions

Please tick ✓ if it's done	Doc No.	Doc Name
<i>Documents Aupairia has provided a standard form and to be completed by the Au Pair</i>		
	AAPL1	Au Pair Checklist and Instructions
	AAPL2	Guidelines for Au Pairs
	AAPL3	Au Pair Application Form
	AAPL4-1	A Character Reference
	AAPL4-2	A Childcare Reference
	AAPL5	Medical Report Form
	AAPL6	Au Pair Agreement
	AAPL7	Declaration of English Translation (for non-native English speaking origins)
<i>Documents need to be provided by the Au Pair</i>		
	AAPL8	Copy of Passport
	AAPL9	Non-Criminal Certification
	AAPL10	Education Certificate
	AAPL11	(Supplementary Documents) Self-introductory Video / Copy of TEFL /language/ First Aid / Childcare / Artistic Talents Certificates and other documents that the applicant feels may support the application
		Optional

Before you prepare the documents, please read the instructions carefully to assist you in preparations.

All electronic documents in “doc” format are to be written in typed English, and document in “PDF” format are to be written by hand in English. When signing your name, please put a hand written signature on the documents. Please name the file you submit like this “APYearMMDD of Application+Last Name First Name+Doc No”, such as “AP20160515+Shelley Mary+AAPL6”.

AAPL1 Au Pair Checklist: Contains 3 page. It’s a list of documents for the Au Pair. Please check that you are provided with all documents from AAPL1-AAPL7 listed. This instruction explains how you should prepare the documents. Please read it carefully and put a signature on the last page.

AAPL2-AAPL7 are documents provided by Aupairia and need to be completed by the Au Pair

AAPL2 Guidelines for Au Pairs: Contains 3 pages. Guidelines for Au Pairs provides advice and instructions for Au Pairs to get adapted to the new environment. Please read it carefully and put a signature on the last page.

AAPL3 Au Pair Application Form

AAPL4-1 A Character Reference: The character reference contains 2 pages. Ideally

your referee should be someone who has known you for at least two years, and should be a **professional or academic person or a managing position, such as your school/uni teacher/employer**. If the original reference is not written in English, please translate it into English and submit it with the original one.

AAPL4-2 A Childcare Reference: The childcare reference contains 2 pages. Please ask the **hosting party of your childcare experience** to fill the reference form for you.

Please note that the two references should come from two different adults and non-family related referees.

AAPL5 Medical Report Form: Contains 4 pages. Please ask your doctor to fill in the form, **don't forget to put the stamp and signature on every page of the form, otherwise we will ask the form to be re-completed**. If the original form is not written in English, please translate it into English and submit it with the original one.

FAQ: What vaccinations are recommended for going to China?

We are not professional doctors so we can't give you specific suggestions. We found some links for you to refer and maybe can provide some advice.

http://travelhealthpro.org.uk/country/49/china#Vaccine_recommendations

<https://www.gov.uk/foreign-travel-advice/china/health>

You will be staying with a well-to-do family in a nice part of Beijing or another city rather than rural areas, so probably you do not need many vaccinations, but it is your own decision.

AAPL6 Au Pair Agreement: Please read the agreement carefully and fill in your information as required. Please sign on the bottom of every page.

AAPL7 Declaration of English Translation (for non-native English speaking origins): Contains 1 page. If any of the documents you provide is originally not in English, please translate them into English and submit with the original documents. Please read this declaration and sign on the last page.

AAPL8-AAPL12 are documents need to be provided by the Au Pair

AAPL8 Copy of Passport: Please submit a copy of the information page of your passport. Please ensure that your passport is valid for the whole time you intend to be in China and at least 6 months after your return.

AAPL9 Passport-sized Pictures: You need to provide an electronic passport-sized picture and two physical copies when applying for the visa at the Chinese Consulate.

AAPL10 Non-Criminal Certification: You need to provide a non-criminal certification according to the procedures of your home country when you apply. Please check with your local police station about how to obtain it.

Applicants from UK, please apply for a check here:

https://www.acro.police.uk/acro_std.aspx?id=412

Applicants from the US, please apply for a police check at a state level.

Applicants from Australia, please apply for a 'Working with Vulnerable People' check.

Applicants from New Zealand, please apply for a **National Police check**.

Applicants from any other countries, please check with your local police station to obtain a non-criminal background check.

AAPL11 Education Certificate: Provide a copy of your highest education degree certificate. If you are already enrolled in university/college, send us a certificate issued from you college or department that proves your current school level. If no certificates are available, please provide a letter from your school confirming your years of attendance. If the original certificate or letter is not written in English, please translate it into English and submit it with the original letter or current school level certificate.

AAPL12 (Supplementary Documents) Self-introductory Video/Copy of TEFL /language/ First Aid / Childcare / Artistic Talents Certificates and other documents that the applicant feels may support the application:

Self-introductory video- The video is a short self-introductory video to show you to the family your language skills, personality, manner, etc. It should be made after you have the conversation with us, but it is not a must have, some families require it, some may not.

Length of the video- It should be 3-5 minutes in flv or mp4 (preferably).

What to talk about:

Short Self-introduction: You should say your full name and country at the beginning of the video and please do not include any contact information such as telephone number or skype name. Introduce yourself briefly in about 40 seconds.

Your motivations: why do you want to be a **home stay tutor in Beijing**; why you want to spend time in **China**;

Your skills in teaching, drawing, art, music, etc.

Your experience in teaching, volunteering, etc.

You may also add some visual aids in the video, such as showing pictures you have drawn, playing an instrument, singing a song, showing photos of you playing with kids, etc.

If you have other document that you feel may support your being an au pair, you are welcome to provide them.

Au Pair Name: _____

Au Pair Signature: _____

Date: _____