



44 Gerald Road, Bournemouth, BH3 7JZ  
 tel: 0044 (0) 1202247758  
 mail: aupair@vigiaupair.co.uk  
 web: http://www.vigiaupair.co.uk

## FAMILY REGISTRATION FORM

Please complete this form in capital letters and try to complete every box. We realise that we are asking for a lot of information about your family and lifestyle, but it is important that we fully understand your requirements, so that we can identify the most suitable au pair for you.

Please be assured that all your responses remain confidential to Vigi Au Pair and will not be passed on to any third parties.

### PROFILE INFORMATION

Family Surname:	
Address:	
Postcode:	
Telephone Number: (home)	
Mobile Number (Mother):	
Mobile Number (Father):	
Fax Number:	
Key Contact: i.e. Mother or Father	
E Mail Address: (home / work)	

### ABOUT YOUR FAMILY

	Mother	Father
First Name:		
Nationality:		
Ethnic Origin:		
Date of Birth:		
Occupation:		
Full or Part Time:		
Usual hours away from home per day:		
Religion:		
Languages Spoken:		



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### CHILDREN

Name:	Sex: M/F	Age:	Date of Birth:	School Hours if applicable:

Is a new baby expected :	Yes / No If Yes, what date?
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**We do not advise leaving an au pair in sole charge of very young children for long periods of time as they are not trained child carers.**

Do any of the children have special needs? If so please give details	
Are there any allergies to be aware of? Please give details	
Children's Activities: Ballet, Music etc: Please give details	
Family Hobbies and Interests:	

### ABOUT YOUR HOME

#### Accommodation Details:

Is it a house/flat?	
Does it have a garden/ outside play area?	
How many bedrooms?	
How many bathrooms?	
Please describe the au pairs accommodation <b>Please note the au pair <u>must</u> have his/her own room.</b> Will they have TV / stereo / DVD / internet access in their room?	
Will he/she be sharing a bathroom?	Yes / No
Will they be allowed to use the telephone? (mention any restrictions you want to impose)	
Would you provide a mobile phone? (for use when caring for the children)	
Which of the following are available for the au pair to use in the house (circle as appropriate)?	
Washing Machine	Tumble Dryer
Dishwasher	Microwave
Television	DVD / Video



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Cable / Sky	Computer / internet
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Are there any other occupants in the home? i.e. relatives / lodgers, etc	
Name(s) of other occupants:	
Relationship to Family?	
When are they in the home?	
Do you have pets? Please give details	
Is the au pair expected to care for the pets? i.e. walk the dog/feed the cat etc? Give details	

#### ABOUT YOUR LOCATION

How far is the nearest international airport?	
How far is the nearest town/city?	
How far is the nearest bus stop?	
How far is the nearest train station?	
Are you near a tube station? Which one and what line is it on?	
Are you near a metro / tram stop? Which one?	
How far are the nearest shops?	
How far is the nearest college/language school?	
Which local amenities are close by? i.e. Art gallery / Museums / Cinema / Library / Gym / Leisure Centre, etc Please give details	
Do you know any other au pairs in the area that you could introduce your au pair to?	
Are you willing for us to pass on your home phone number to other au pairs in the local area to help your au pair make friends?	

#### GETTING AROUND

Is an au pair with a full driving licence required?	
Make and Model of Car that the au pair will be allowed to use?	
Manual/Automatic?	
Is the car for sole use of the au pair?	
Is it available for the au pair's time off?	
Any other transport – scooter/bicycle?	



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Please note that the family will be responsible for organising refresher driving lessons for UK driving and also ensuring that the vehicle is fully insured for the au pair's use.

### WORK REQUIRED

Care of infant(s) – please describe	
Care of preschool aged children, toddlers to 5 years old (please describe)	
Care of school children 5 – 10 years (please describe)	
Care of older children 11 – 16 years (please describe)	
Describe the kind of household duties you will require your au pair to do (circle as appropriate)	
Cooking for children	Cooking for whole family
Washing (laundry)	Ironing
Light housework i.e. Hovering, dusting, etc	Shopping
Taking Children to School	Collecting Children from School
Babysitting – how often?	Other (please specify)
Do you have domestic help – i.e. a cleaner? How many hours a week?	

### WORKING HOURS

A. M.				P. M.				
Monday	From		To		From		To	
Tuesday	From		To		From		To	
Wednesday	From		To		From		To	
Thursday	From		To		From		To	
Friday	From		To		From		To	
Saturday	From		To		From		To	
Sunday	From		To		From		To	

### ABOUT YOUR CANDIDATE

Please tick appropriate boxes	Long Term (3 months and over)	Short Term (under 3 months)
<b>Au Pair:</b> Max 5 hours per day, up to 5 days per week, 2 evening babysitting. Pocket money minimum £80 a week		
<b>Au Pair Plus:</b> Max 7 hours a day, 5 days a week, 2 evening babysitting. Pocket money between £90 – 100 a week		
<b>Mother's Help:</b>		



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Max 9 hours a day, 5 days a week, 2 evening babysitting. Pocket money between £120 – 180 a week		
<b>Au Pair Couple:</b> Max 35 hours a day, 5 days a week, 2 evenings babysitting. Pocket money between £80 – 100 a week each.		
<b>Male Au Pair:</b> Max 35 hours a week, 5 days a week, 2 evenings babysitting. Pocket money between £80 – 100 a week		
<b>Housekeeper:</b> Max 40 hours a week, 6 days a week. Pocket money between £200 – 250 a week		
<b>Pocket money / Working Hours a week:</b>		
<b>Which days off will the candidates have?</b> We recommend that au pairs should have at least 2 free days a week; one free day should be a weekend day.		
<b>Do you require male / female / no preference?</b>		
<b>Do you have any preferences on nationality?</b> Please state		
<b>Would you accept a smoker if they agreed only to smoke outside / away from children?</b>		
<b>Length of Placement Required?</b>		
<b>Minimum Duration Considered?</b>		
<b>Required Starting Date?</b> Please be as specific as possible		
<b>Are you prepared to pay for any extras?</b> i.e. Travel tickets / language classes / driving lessons / bus pass / tube or train pass / gym membership / mobile phone? Please give details		
<b>Do you have any other special requirements?</b> Please provide details		
<b>Is there any other information that is relevant to your registration?</b>		
<b>How did you hear about Vigi Au Pair?</b>		

**REFERENCES:**

Please give the details of two people (non-family) whom we may contact to obtain references for the host family.

Please complete fully	Referee 1	Referee 2
Name:		
Address:		
Telephone Number:		
Relationship to Family:		



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**We will treat all the information you have provided in the strictest confidence. Please sign the declaration below giving us permission to pass information on to our partner agencies and any interested au pairs.**

**This information will enable us to process your registration as quickly and efficiently as possible.**

**DECLARATION:**

- I have read and accept the terms and conditions supplied by Vigi Au Pair LLP and agree to pay the applicable placement fee.
- I confirm that the information given above is true and correct.
- By completing this form I agree to Vigi Au Pair holding my family details on file and database.
- I give permission for Vigi Au Pair to pass my registration details onto their partner agencies and the short-listed au pair candidates

**Signed:.....Dated:.....**

Once you have read and signed this form, **please return it by post, E-mail.**

**Post:**

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