



www.trading-places.co.za

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40 Carlton Avenue Westville 3630 Kwazulu-Natal South Africa

APPLICATION FORM

SURNAME _____

ADDRESS: _____

NUMBER (H): _____ **NUMBER (W):** _____

FAX NUMBER: _____ **CELL NO:** _____

E-MAIL ADDRESS: _____

HUSBAND

WIFE

NAME: _____

AGE: _____

OCCUPATION: _____

NATIONALITY: _____

RELIGION: _____

NUMBER OF CHILDREN: _____

		NAME	AGE	SCHOOL
F	M	_____	_____	_____
F	M	_____	_____	_____
F	M	_____	_____	_____
F	M	_____	_____	_____

ARE THE CHILDREN HEALTHY _____

IF NOT, PLEASE DETAIL _____

DO THE CHILDREN HAVE ANY SPECIAL NEEDS _____

IF SO, PLEASE DETAIL _____

LANGUAGES SPOKEN _____

FAMILY HOBBIES _____

PETS _____

DO YOU HAVE A DOMESTIC CLEANER _____

MUST THE AU PAIR HAVE / BE:

DRIVERS LICENSE _____ ANIMAL LOVER _____ SWIMMER _____

SPORTY _____ ABLE TO COOK _____

AGE GROUP PREFERENCE: YOUNG STUDENT GIRL OR OLDER WOMAN
WITH GROWN UP CHILDREN OF HER OWN _____

NON SMOKER _____ WOULD YOU EMPLOY A GIRL WHO SMOKES _____

WOULD YOU REQUIRE A GIRL TO TRAVEL WITH YOU ON BUSINESS /
HOLIDAY _____ (IF YES, PLEASE SPECIFY)

EXPECTED DAILY ROUTINE

MORNING: _____

AFTERNOON: _____

EVENING: _____

OTHER: _____

WORKING HOURS: _____

HOW MANY DAYS PER WEEK IS THE AU PAIR REQUIRED _____

IS SHE REQUIRED TO WORK WEEK-ENDS _____

LIVE IN OR LIVE OUT _____ **(PLEASE SPECIFY)**

SALARY: _____ **ANY EXTRAS:** _____

PREFERABLE STARTING DATE: _____ **FOR HOW LONG** _____

ADDITIONAL BENEFITS (eg.Petrol) _____

WOULD THE AU PAIR BE ALLOWED TO USE HOST FAMILY CAR _____

ANY ADDITIONAL INFORMATION YOU WOULD LIKE TO GIVE

WHERE DID YOU HEAR ABOUT TRADING PLACES?

I CONFIRM THAT THE ABOVE INFORMATION GIVEN IS TRUE AND CORRECT AND THAT I AGREE TO AND HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS AS STATED IN THE ATTACHED “TERMS AND CONDITIONS” FORM.

SIGNED AT _____ **ON (DATE)** _____

SIGNATURE _____ **PLEASE PRINT NAME** _____

Trading Places Rates – Our fee is a once off payment equivalent to what the au pair will earn with you in one month -See Attached Terms and Condition (Please sign and return these to me with your application form well)

Temporary/Holiday Placement Rates- Our fee is R500.00

Au Pair Rates- R 30.00 – R40.00 PER HOUR ½ DAY & R25.00 PER HOUR FULL DAY FOR A 5 DAY WEEK –Plases note that although this is the average rate for an Au Pair - the price per hour could still vary according to the girls experience & salary expectations. This is a guideline above and the final figure will be decided between yourself and the au pair.

*Our mission is to provide you with quality child-care.

We take your requirements, area and specifications into account when submitting potential applicant’s C.V. to you. We do not wish to waste your valuable time by submitting unnecessary applications to you.

We endeavour to provide you with the quickest service possible, but as this type of service required is specialised: Meeting each Host Family’s specifications requires more than selecting Au Pair’s from a data base. Before applicants are considered, they have to meet certain minimum requirements, they are then interviewed and then references are checked. For each girl that I interview for you this involves three to four hours of work.

With this in mind please understand that your application is being attended to, but that there can be a waiting period of two to four weeks depending on Host Family requirements.*



STANDARD TERMS AND CONDITIONS

Placement fee

A placement fee which is equivalent to the Au Pair's one month's salary shall become due and payable to Trading Places upon acceptance by the host family of the Au Pair. One month's salary shall mean the amount payable to the Au Pair on a monthly basis and shall not mean any reduced amount paid to the Au Pair during a probation period or temporary fill in period. In the event that the Au Pair's salary is increased after a probation period (agreed upon between the client and the Au Pair) then the placement fee payable to Trading Places shall be the increased amount. The placement fee is non-refundable except in exceptional circumstances determined by Trading Places in its sole discretion.

Please note that you are not bound to pay the placement fee unless an au pair is placed with your family. The placement fee is due before the Au Pair can begin her period of employ with you, unless by prior arrangement we have agreed in writing to accept a deposit fee to secure the Au Pair (and the balance thereafter by a specified predetermined date).

Temporary/Holiday /House Sitter placements will be a set fee of R500.00

Guarantee

Trading Places offers a 60 day or 2 month guarantee on a placement. (we do not offer trials) **To validate this guarantee, the placement fee must be paid to Trading Places as stated above.** During this guarantee period should the Au Pair's employment be terminated for any reason except redundancy, Trading Places will provide a replacement. Please note that we will have to charge a minimal fee of R350 to cover admin costs. It is however expected, that the Client follow the labour law for terminations and or disciplinary action prior to replacement. Should **the replacement** Au Pair leave the family within the 2 month guarantee period, Trading Places shall have no further obligation to find another replacement unless in exceptional circumstances determined by Trading Places in its sole discretion. It is necessary to specify terms of employment before commencement of employment. Please note that we advise you to enter into a contract with the Au Pair to avoid any disputes arising at a later stage. **We do provide a basic contract of employment as a service to you.** Should you choose not to use this contract or enter into a contract of your own with the Au Pair, Trading Places cannot be held responsible for any disputes arising from any Au Pair placed with you.

Liability

In selecting the Au Pair, Trading Places relies on the information supplied by the Au Pair herself and the information obtained from references supplied by the Au Pair. Trading Places has relied on such information in good faith and has passed on such information to the host family in good faith. Trading Places shall accept no liability whatsoever for any loss or damage suffered by the host family, directly or indirectly arising from the Au Pairs' employment with the host family, whether that loss be caused by the negligence of the Au Pair or not.

Following placement, any contracts and dealings with the Au Pair will be between the Client and the Au Pair. Trading Places will provide basic contracts, if required/requested, but we will carry no liability in this matter. Dismissals, warnings and hearings even though in the guarantee period will remain the responsibility of the client.

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Confidentiality

The host family undertakes to treat all information supplied by Trading Places about the Au Pair as confidential and not to pass such information on to any third party.

Placement Contract

In order for the Au Pair to commence her position with the Host Family a Letter of Appointment must be first signed and forwarded to Trading Places. On receipt of this letter, we will instruct the Au Pair that she/he may begin her position with the Host Family

The host family undertakes to sign a contract with the Au Pair and provide Trading Places with a signed copy of this agreement.

General

This document contains the whole agreement between the parties. No variation, amendment, deletion or addition to these terms and conditions shall be valid unless in writing and signed by both parties.

This agreement is deemed to be concluded in the Republic of South Africa, and shall be governed by the laws of the Republic of South Africa.

Dated at.....This..... Day of2007...

I hereby confirm that I have read the above terms and conditions, and that I understand them and undertake to abide by them.

Host Family Full Name

MARIA BILLSON
Trading Places

Host Family Signature

* Initial Each Page