



# The Linguaviva Centre Ltd.



## Important Points to Remember

### APPLICATIONS:

It is essential that you complete all the enclosed forms very clearly and neatly. Remember that families select girls on the basis of their dossiers, so the better the forms, the letter, and the photos, the better chance you will have of being placed. You must genuinely be fond of children so please try and describe as accurately as possible all your experiences in the past with children. Be flexible in stating your preferences and ensure that you yourself answer every question in full. Spelling and grammatical errors are not so important. **UNDER NO CIRCUMSTANCE MUST YOU GET ANOTHER PERSON TO FILL IN THE FORM OR WRITE YOUR LETTER FOR YOU.** If it comes to light that you gave false information in your application, then you will be sent home immediately.

### ENCLOSURES:

We enclose a form which you have to complete carefully in English and then return to us together with two recent passport photos of yourself, at least 2 general photos (preferably in a child care setting), a medical certificate, two letters of reference (preferably from previous employers), a letter from you in English to your family in Ireland and the required fee of € 100 (non-refundable) which can be sent as a Cheque or Bank Draft in €s or postal order only. Unsuitable applications or any applications that are left unmatched will be returned together with the fee. The placement fee is only required when not applying through an agency.

### FAMILY LETTER:

Your family letter is very important as it is your first introduction to the family. In your letter you should include the following:

Describe yourself, your personality, and the activities you enjoy. Describe your family and your relationship with your family members. Describe carefully your childcare experiences.

Describe your school, your town, and your friends. Describe why you would like to be an au pair and your future career plans and ambitions.

### PLACEMENT:

Once we have received your completed application form we will look for a suitable family for you and then we will write and tell you all about them. Generally, families look for au pairs to come in September, October, January, March, June and July. We should have your application here at least 4 to 6 weeks beforehand. If you are flexible about your arrival date, you will have a better chance of being placed. Once you receive details of an Irish family, it is up to you to contact them and inform them of your acceptance of the au pair situation. Please ring the family with your answer immediately and later contact them again with details of your travel arrangements. **DO NOT MAKE ANY TRAVEL ARRANGEMENTS OR PURCHASE A PLANE TICKET UNTIL WE OFFER YOU A FAMILY.**

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