



Work & Travel application checklist:

Applying for Work & Travel OÜ positions is just like applying for a job program abroad. The best profiles are chosen by the top employers and/or host families. Please take care to return complete documentation. Use black print and write neat and clear and in English! You can use this list to check if you have all the documents we need.

When you're sending your application please note that files can be no bigger than 3MB.

- Registration form (please choose program and/or country of designation);
- Dear Family letter (applicable for au pair programs);
- Pictures (applicable for au pair programs);
- References from employers to refer your qualification and for au pair programs you need at least one childcare reference;
- Medical certificate confirming your good health;
- Police check;
- Signed agreement for Work & Travel OÜ terms and conditions (In Estonian language: <http://www.workandtravel.solutions/kasutustingimused>). Be ready to sign additional terms and condition with contracted agency abroad;

Bonus material (optional) to enhance your documentation.

- Additional certificates, driver's license documents, etc. documents that help you to enhance your profile.
- Introductory video

Registration form

Chosen program (if not certain on program, please state destination country:

.....

Availability

Start date:	Final return date:
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Length of stay:	
<input type="checkbox"/> On holiday from/...../..... till/...../..... and unable to conduct family interviews	

Personal details

First name	<input type="checkbox"/> Mr <input type="checkbox"/> Miss		
Surname			
Address			
Postal code/city			
Country			
Telephone			
Mobile			
E-mail address			
Skype address			
Date of birth		Place of birth	
Nationality		Passport number	

What is your religion?		Do you practice? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to attend services in designation country? <input type="checkbox"/> Yes <input type="checkbox"/> No		

My family

<input type="checkbox"/> Father	Occupation:	Age:
<input type="checkbox"/> Mother	Occupation:	Age:
<input type="checkbox"/> Brothers	How many:	Age:
<input type="checkbox"/> Sisters	How many:	Age:

I do not authorize you to use extracts of my application for marketing purposes
 * We only use first name and nationality in marketing material.



Children + Childcare experience

*(applicable when applying for au pair programs)

My childcare experience summary:

<i>Age groups:</i>				
<input type="checkbox"/> 0-12 months	<input type="checkbox"/> 1-2 years	<input type="checkbox"/> 3-5 years	<input type="checkbox"/> 6-8 years	<input type="checkbox"/> 9+ years
<i>Child with special needs (disabled)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>My skills:</i>				
<input type="checkbox"/> Nappy changing	<input type="checkbox"/> Light housework	<input type="checkbox"/> Playing & reading	<input type="checkbox"/> Help with homework	<input type="checkbox"/> Caring for sick child
<input type="checkbox"/> Bath time	<input type="checkbox"/> Child under 2	<input type="checkbox"/> Bed time	<input type="checkbox"/> Food shopping	<input type="checkbox"/> Simple cooking
<input type="checkbox"/> Potty training	<input type="checkbox"/> Bottle feed & preparation	<input type="checkbox"/> Help getting dressed	<input type="checkbox"/> Bed time/spoon feeding	<input type="checkbox"/> Outings & excursions

My childcare experience in detail:

<i>Number of children and ages:</i>			
<i>Tasks</i>			
<i>Duration</i>	<input type="checkbox"/> 50-100 hours	<input type="checkbox"/> 100-200 hours	<input type="checkbox"/> 200 + hours

<i>Number of children and ages:</i>			
<i>Tasks</i>			
<i>Duration</i>	<input type="checkbox"/> 50-100 hours	<input type="checkbox"/> 100-200 hours	<input type="checkbox"/> 200 + hours

<i>Number of children and ages:</i>			
<i>Tasks</i>			
<i>Duration</i>	<input type="checkbox"/> 50-100 hours	<input type="checkbox"/> 100-200 hours	<input type="checkbox"/> 200 + hours



*I have 1 year of fulltime work experience in a childcare job and would like to upgrade to a **Mother's Help**.¹*

Yes No

My Other skills	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Can you swim?</i>		
<i>Do you have first aid certificate</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

My driving skills: All candidates should pass their test prior to registration. All families are expected to arrange a couple of hours driving lessons

I have had a driver's license since:

My experience:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> 50 – 100 hours | <input type="checkbox"/> By rain | <input type="checkbox"/> Country |
| <input type="checkbox"/> 100 – 150 hours | <input type="checkbox"/> By snow | <input type="checkbox"/> City centre |
| <input type="checkbox"/> 150 – 200 hours | <input type="checkbox"/> By heavy wind | <input type="checkbox"/> Suburb |
| <input type="checkbox"/> 200 or more hours | | |

How often do you drive?

- | | |
|--|---|
| <input type="checkbox"/> Daily | <input type="checkbox"/> Several times a week |
| <input type="checkbox"/> Several times a month | <input type="checkbox"/> Not often |

My language skills:

My native language: _____

- | | | | | |
|---------------------|-------------------------------|-------------------------------------|-------------------------------|------------------------------------|
| English | <input type="checkbox"/> Poor | <input type="checkbox"/> Sufficient | <input type="checkbox"/> Good | <input type="checkbox"/> Excellent |
| <i>Other:</i> _____ | <input type="checkbox"/> Poor | <input type="checkbox"/> Sufficient | <input type="checkbox"/> Good | <input type="checkbox"/> Excellent |
| <i>Other:</i> _____ | <input type="checkbox"/> Poor | <input type="checkbox"/> Sufficient | <input type="checkbox"/> Good | <input type="checkbox"/> Excellent |

Have you ever spent time abroad? (except holiday) Yes No

If yes, please explain _____

My Household experience/skills:

- | | | | |
|---|--|-------------------------------------|--|
| <input type="checkbox"/> Light cleaning | <input type="checkbox"/> Vacuum cleaning | <input type="checkbox"/> Baking | <input type="checkbox"/> Cooking |
| <input type="checkbox"/> Laundry | <input type="checkbox"/> Ironing | <input type="checkbox"/> Tidying up | <input type="checkbox"/> Folding clothes |

¹ Mother's Helps are paid more pocket money in exchange for more responsibility. You may be asked to care for children under the age of two and/or longer hours for more money. You need to have a confident level of English.



Do you smoke? Yes No
 If yes, we expect you to give up for the program and sign the following declaration

Non Smoking Declaration

I (name of candidate) hereby agree that when accepting a host family, I am no longer a smoker. I gave up smoking on (date) and agree not to smoke during my entire au pair placement, not even off-duty.

I understand that breaking this promise may result in termination of the au pair program.

Date _____

Signature _____

Applying for work and travel programs you may be asked to sign Non Smoking Declaration, but not necessarily.

My preferences *(applicable when applying for au pair programs)

Although we cannot guarantee placement in line with any of these preferences, we will take them in consideration when placing you with a family.

Age groups:
 0-12 months (no sole care) 1-2 years 3-5 years 6-8 years 9+ years

No of children:
 1-3 3-4 4+ (not all at once/often together with mom)

Care for child with special needs (disabled) Yes Yes, but no sole care No

Area
 No preference (If you cross no preference, you will automatically be given priority)

or

Regional Town Suburb City Centre

Other preferences

Do you have dietary preferences Yes No

If yes please explain _____

Do you have allergies? Yes No

If yes please explain _____

Are you a vegetarian Yes No



<i>If yes, are you willing to prepare meat for the family?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<i>Single parent</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Single mother only	
<i>Accept pets in the house?</i>				
<input type="checkbox"/> Yes, to all	<input type="checkbox"/> Yes, to outside pets	<input type="checkbox"/> No, to dog	<input type="checkbox"/> No, to cat	<input type="checkbox"/> No, to all
<i>Accept family of different race or religion?</i>	<input type="checkbox"/> Yes		<input type="checkbox"/> No	

My hobbies (explain your hobbies in more detail in the letter)

<i>Sports</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>What sport(s):</i>
<i>Musical instrument</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>What instrument(s):</i>
<i>Other</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Letter *(applicable when applying for au pair programs)

Write a letter to your future host family. Tell them as much as you can about yourself. This will help us to find you a family where you will feel at home. Please add a printed Word document if you can, that way you can also use a spell check.

Here are some topics you should cover:

- A little about yourself
- And your family/friends/pets,
- Your hobbies and interests, any special skills, passions or talents that you have
- Sports/Music
- Your home/your town/your region,
- What sort of work/study you do/have done,
- All about your childcare experience (details about ages, duration and type of care),
- Your plans for the future and details.
- Your reasons for wanting to be an au pair in the UK.

An au pair can be as much a coach as a carer, especially with older children, so your hobbies, skills and talents are very important.

As a guide, write between 300 and 500 words.

Childcare reference 1

This person is applying to be an au pair abroad.



By giving your reference you give permission to be contacted.

<i>Au pair name</i>	
<i>Date of birth</i>	

I know this person as our:

<input type="checkbox"/> <i>Babysitter</i>	<input type="checkbox"/> <i>Nanny/au-pair</i>	<input type="checkbox"/> <i>Employee (nursery-school)</i>	<input type="checkbox"/> <i>Club leader</i>	<input type="checkbox"/> <i>Trainee (learning to be child-carer)</i>	<input type="checkbox"/> <i>Other (please specify)</i>
<i>I have known this person since:</i>					

Ages, sex and number of children the candidate:

..... <i>Boy(s)</i>	<i>Age(s):</i> <i>Girl(s)</i>	<i>Age(s):</i>
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Duties included

<input type="checkbox"/> <i>Nappy changing</i>	<input type="checkbox"/> <i>Light housework</i>	<input type="checkbox"/> <i>Playing & reading</i>	<input type="checkbox"/> <i>Help with homework</i>	<input type="checkbox"/> <i>Caring for sick child</i>
<input type="checkbox"/> <i>Bath time</i>	<input type="checkbox"/> <i>Child under 2</i>	<input type="checkbox"/> <i>Bed time</i>	<input type="checkbox"/> <i>Food shopping</i>	<input type="checkbox"/> <i>Simple cooking</i>
<input type="checkbox"/> <i>Potty training</i>	<input type="checkbox"/> <i>Bottle feed & preparation</i>	<input type="checkbox"/> <i>Help getting dressed</i>	<input type="checkbox"/> <i>Bed time/spoon feeding</i>	<input type="checkbox"/> <i>Outings & excursions</i>

Please rate

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>N/A</i>
<i>Communication with children</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Entertain/play with children</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patience</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Flexibility</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Able to follow instructions</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Communication with adults</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>General work quality</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>General attitude</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Would you recommend this person to work with children?</i>	<input type="checkbox"/> <i>Yes</i>	<input type="checkbox"/> <i>No</i>
<i>Any comments?</i>		

<i>Referee's name/position*</i>		<i>Speaks English:</i>	<input type="checkbox"/> <i>Yes</i>	<input type="checkbox"/> <i>No</i>
<i>Address</i>				
<i>Telephone</i>	<i>Daytime:</i>	<i>Evening:</i>		



<i>Signature & date</i>	
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Childcare reference 2

This person is applying to be an au pair abroad:

By giving your reference you give permission to be contacted.

<i>Au pair name</i>	
<i>Date of birth</i>	

I know this person as our:

<input type="checkbox"/> <i>Babysitter</i>	<input type="checkbox"/> <i>Nanny/au-pair</i>	<input type="checkbox"/> <i>Employee (nursery-school)</i>	<input type="checkbox"/> <i>Club leader</i>	<input type="checkbox"/> <i>Trainee (learning to be child-carer)</i>	<input type="checkbox"/> <i>Other (please specify)</i>
<i>I have known this person since:</i>					

Ages, sex and number of children the candidate:

..... <i>Boy(s)</i>	<i>Age(s):</i> <i>Girl(s)</i>	<i>Age(s):</i>
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Duties included

<input type="checkbox"/> <i>Nappy changing</i>	<input type="checkbox"/> <i>Light housework</i>	<input type="checkbox"/> <i>Playing & reading</i>	<input type="checkbox"/> <i>Help with homework</i>	<input type="checkbox"/> <i>Caring for sick child</i>
<input type="checkbox"/> <i>Bath time</i>	<input type="checkbox"/> <i>Child under 2</i>	<input type="checkbox"/> <i>Bed time</i>	<input type="checkbox"/> <i>Food shopping</i>	<input type="checkbox"/> <i>Simple cooking</i>
<input type="checkbox"/> <i>Potty training</i>	<input type="checkbox"/> <i>Bottle feed & preparation</i>	<input type="checkbox"/> <i>Help getting dressed</i>	<input type="checkbox"/> <i>Bed time/spoon feeding</i>	<input type="checkbox"/> <i>Outings & excursions</i>

Please rate

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>N/A</i>
<i>Communication with children</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Entertain/play with children</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patience</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Flexibility</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Able to follow instructions</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Communication with adults</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>General work quality</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>General attitude</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Would you recommend this person to work with children?</i>		<input type="checkbox"/> <i>Yes</i>	<input type="checkbox"/> <i>No</i>
<i>Any comments?</i>			

<i>Referee's name/position*</i>		<i>Speaks English</i>	<input type="checkbox"/> <i>Yes</i>	<input type="checkbox"/> <i>No</i>
<i>Address</i>				
<i>Telephone</i>	<i>Daytime:</i>	<i>Evening:</i>		
<i>Signature & date</i>				



Character reference

This person is applying to be an au pair or work & travel participant abroad:

By giving your reference you give permission to be contacted

No family members or best friend accepted

<i>Applicant name</i>	
<i>Date of birth</i>	

I know this person as our:

<input type="checkbox"/> <i>Teacher-Tutor</i>	<input type="checkbox"/> <i>Employer</i>	<input type="checkbox"/> <i>Religious leader</i>	<input type="checkbox"/> <i>Other</i>
<i>I have known this person since:</i>			

No family members or best friend

Please rate

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>N/A</i>
<i>Communication with children</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Entertain/play with children</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patience</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Flexibility</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Able to follow instructions</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Communication with adults</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>General work quality</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>General attitude</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Would you recommend this person to work with children?</i>	<input type="checkbox"/> <i>Yes</i>	<input type="checkbox"/> <i>No</i>
<i>Any comments</i>		

<i>Referee's name/position*</i>		<i>Speaks English:</i>	<input type="checkbox"/> <i>Yes</i>	<input type="checkbox"/> <i>No</i>
<i>Address</i>				
<i>Telephone</i>	<i>Daytime:</i>	<i>Evening:</i>		
<i>Signature & date</i>				



Medical (Either provide medical certificate from your doctor or ask this form to be completed and signed by your doctor) This person is applying to be an au pair abroad:

Applicant name	
Date of birth	

Has the applicant suffered from/been treated for any of the following in the past 2 years:

Asthma	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Epilepsy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diabetes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Allergies	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nervous illness	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Stress/Depression	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Drug problems	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Eating disorder	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the applicant taking medication?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Is the applicant pregnant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Does the patient have any pre-existing medical conditions					<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to any of the above, please give details:					

Would you consider this person fit to work with children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any comments	

Physicians name		Stamp
Phone number		
Signature		
Date		
		By giving your signature you give permission to be contacted.

This section must be signed by the applicant
<p>If my medical condition changes (including pregnancy), between the time of signing this document and my departure to the destination country, I understand that I am required to notify Work & Travel OÜ and agency; and resubmit another medical form prior to my arrival. I also understand that failure to adhere to this policy may result in my termination of the program.</p> <p>I accept responsibility for any medical expenses which are not covered by my insurance policy, and understand that pre-existing medical conditions will not be covered.</p> <p>I also give my full consent to release this information to potential host families.</p>



Applicant signature			
<i>Print name</i>		<i>Date</i>	

Medical Declaration

In order to avoid gaps in personal and medical history we kindly ask you to read and sign the following statement:

I (full name of applicant) confirm that I have never suffered from any mental or chronic illnesses/diseases. I have never received psychotherapy or taken medication for mental health problems.

If the situation changes prior to my departure date, I will inform the agency immediately.

Please be aware that provision of false information at any stage of your application may result in immediate cancellation of your application and/or cancellation of your au pair placement.

If you would like to declare any additional information, please use this space here to explain:

Date:

Sign:



Au pair agreement

*(applicable when applying for au pair programs)

1. I (NAME) confirm that I have read and understood all material provided and that I fulfil all criteria and agree to abide by the au pair program guideline.
2. I give permission to release all my information to potential host families.
3. I confirm that all information I have provided is honest, correct and complete.
4. After my confirmed placement I agree to stay in touch with the host family.
5. I will not travel to the family until all details are confirmed by the agency.
6. I understand that I need to arrange and pay for travel to/from my host country and insurance.
7. I ensure passport and driver's license are up to date, ready for travel and valid for the duration of stay.
8. I will respect the family agreement and house rules and will carry out my duties to my best ability.
9. I shall seek advice of the host family before using any form of discipline on the children and under no circumstances shall I hit the children or leave them alone.
10. I understand that the success of the au pair experience depends largely on my initiative and flexibility to adapt.
11. Within the first week of my placement, I will inform accepting agency of my contact details.
12. If I have any problems or questions which I cannot resolve with the host family, I shall contact the local agency for assistance.
13. I will make every effort to resolve any differences with my host family. If a solution is not found, I will give 14 days' notice and may apply for a new placement. During notice, duties and pay continue as normal unless by mutual agreement. I will inform the local agency of notice given.
14. If I request to be placed in a new family, I understand that this is down to the discretion of accepting agency and that I am not guaranteed a second placement.
15. I shall not hold the agency responsible for any losses, injury or damage
16. I understand that my au pair program can be terminated if I fail to abide by this agreement, if I breach contract with the family or if there is a case of misconduct. This includes (but is not limited to) lying and falsification of documents.

Signature

.....

Date

.....

Please return your complete pack by email to info@workandtravel.ee or by mail to

Work & Travel OÜ
Nelgi 43, Tuulna küla, Keila vald, Harjumaa 76702, Eesti
Tel: +372 52 94 997