



## Application Form for Families

Prior to completing the application form, please refer to the 'Information' section under the 'Families' category on our web site ([www.sunfloweragency.co.uk](http://www.sunfloweragency.co.uk)). This section will provide you with relevant information with regard to taking on an au-pair or Mother's Help.

Please complete the application form below in block capitals.

Surname:	
First Name(s):	
Address:	
Home Phone:	
Office Phone:	
Mobile:	
Fax Phone:	
E-mail Address:	
Occupation (Wife/Partner):	
Occupation (Husband/Partner):	
Nationality and Religion (Wife/Partner):	
Nationality and Religion (Husband/Partner):	
Children's Name, Age and Sex:	
Does anyone else live with your family?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> (please tick)
If yes, please specify:	
Do any of the children have special needs?	
If yes, please specify:	
Have you had an au-pair before?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> (please tick)
Family's hobbies & interests:	
Family Pets:	
Type of Au-pair (please tick):	<input type="checkbox"/> Regular; <input type="checkbox"/> Plus; <input type="checkbox"/> Mother's Help
Length of Stay:	
Weekly Pocket Money to be Paid:	
Will the au-pair be paid extra during school holidays?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> (please tick)
Describe your Home (# of rooms, etc.):	

Describe au-pair's accommodation e.g. (own room / own bath / TV):	
Nearest Airport:	
Nearest Underground:	
Nearest British Rail Station:	
Nearest Language College:	
Is your home location accessible to public transport?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> (please tick)
Preferred sex of au-pair:	Male: <input type="checkbox"/> Female: <input type="checkbox"/> No Preference: <input type="checkbox"/>
Do you need an au-pair who can drive?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> (please tick)
Will the au-pair have access to a car when not on duty?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> (please tick)
Do you prefer a non smoker?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> (please tick)
Will you accept an au-pair who is vegetarian?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> (please tick)
Start Date:	
Preferred Nationality:	
Would you like to tell us anything else that would help us find you a suitable au-pair?	

### Normal Weekly Timetable in the Family

Please indicate free days when au-pair/mother's help is free and times when on duty:

Day	A.M.	P.M.
Monday:		
Tuesday:		
Wednesday:		
Thursday:		
Friday:		
Saturday:		
Sunday:		

### Terms & Conditions for Families

1. These terms and conditions of business are between *Sunflower Au-Pair Agency* (hereinafter called the *Agency*) and the Client. The *Agency* will only undertake business on the terms and conditions contained herein. No variation of the terms will be valid unless confirmed in writing by the *Agency*. The Client shall be the person who has signed the agreement on the application form.
2. The *Agency* acts as agents for the purpose of effecting introductions between Clients and Au-pairs and the fees to the *Agency* are for introduction only. The *Agency* cannot be held responsible should the Au-pair stay for a shorter time than that agreed with the Client.
3. Although the *Agency* takes every care to check the applicant's details, the Client is strongly advised to satisfy himself/herself as to the suitability of the applicant.
4. The *Agency* does not accept responsibility for any loss or damage resulting from the *Agency's* introduction or provision of services or from any acts, omissions or conduct of staff introduced by the *Agency*.

5. The request by the client to the *Agency* to supply details of an applicant will be deemed to be acceptance of the *Agency's* terms and conditions.
6. If the Applicant fails to arrive, or leaves within the first 14 days, the *Agency* will offer a substitute within 14 days of being notified in writing. If no replacement is available after this period, the fee will be refunded less £50 administration charges. If the Client decides, FOR WHATEVER REASON, not to accept the replacement no refund shall be due to the Client. No refund is available if the Client finds an applicant from another source before the expiry of the aforesaid 14 days. Refunds will only be made provided the client notifies the *Agency* IN WRITING WITHIN 5 DAYS of termination of employment and the *Agency's* invoice has been paid in full within 7 days of the invoice date.
7. All applicants are entitled to one week's notice of termination of employment. Failure to comply with this condition results in automatic loss of right to refund, replacement or credit. However, in the event of serious misconduct by the Au-pair or the host family (Client), either party shall be entitled to terminate the engagement immediately. If the Au-pair's departure is as a result of misconduct on the part of the Client the *Agency* has no obligation to replace the Au-pair or offer any refund of fees.
8. Au-pairs must be paid a minimum of £50 per week and an Au-pair Plus a minimum of £60 per week.
9. If the Client directly or indirectly introduces an Applicant to any other family or employer the Client will be liable for the full fees should the Applicant be engaged.
10. If the Client decides not to accept the applicant after an invoice has been raised no refund will be made. A credit for a period of 3 months from the invoice date will given. Once a Client has accepted an applicant and an invoice has been raised following this acceptance, the Client is liable to pay the full amount stated on the invoice.
11. In all cases if a substitute is offered by the *Agency* and refused by the Client no refund or credit is due.
12. The Client must pay the applicable placement fee on acceptance of the applicant. If the fee is not received within 7 days, an additional fee of £35 will be added to the placement fee. Cheques should be made payable to '*Sunflower Agency*'.
13. Although every effort is made to ensure that any information given to a Client is correct, the *Agency* cannot be held responsible for any incorrect information.
14. Submission of an application form to the *Agency* constitutes agreement to the above terms and conditions.

Signature: -----

Date: -----