

Family Registration Form



TIP-TOP
Au Pairs

info@tiptopaupairs.co.za

084 968 2288

Family Details

Family Surname

Residential Address

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Home Language

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Parents' Details

Parent 1 Details for: Mother <input type="checkbox"/> Father <input type="checkbox"/>	Parent 2 Details for: Mother <input type="checkbox"/> Father <input type="checkbox"/>
Name & Surname	Name & Surname
Cellphone Number	Cellphone Number
Work Number	Work Number
Email Address	Email Address
Occupation	Occupation
ID no	ID no
Marital Status	Marital Status

Children's Details

Child's Name	Gender	Age
School's Name & Area of School	Allergies / Special Needs	
Describe your child's personality:		

Child's Name	Gender	Age
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Describe your child's personality:		

Preferences for your Au Pair

Gender preference

- Female
- Male
- No preference

Age-groups included in your search:

check all that apply

- Include all ages
- 18 & 19
- 20 & 21
- 22 - 25
- 26 - 29
- 30 - 35
- 36 - 39
- 40 - 49
- 50+ (granny au pairs)

Religious / Cultural Preference

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What languages should your au pair be able to speak?

- English
- Zulu
- French
- Afrikaans
- German
- Other:

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Preferred Ethnicities

- Any ethnicity
- White
- Indian
- Asian
- African (black)
- Coloured
- Other:

.....

Duties & Responsibilities

Vehicle used by au pair during working hours:

- The au pair should use her own vehicle
- Our family will provide a vehicle
- There will be no driving required for our family

Which duties should the au pair be willing to perform?

- Assist with kids in the morning before school
- Lift kids to school
- Fetch kids from school
- Lift kids to extra mural activities
- Prepare lunch for children
- Prepare dinner for the children
- Prepare dinner for the family
- Assist primary school kids with homework
- Assist high school kids with homework
- Run errands and do grocery shopping
- Travel with the family on holidays or business trips
- Stay & watch the kids when parents are traveling (may involve staying over)
- Bathing and grooming kids
- Assist with keeping kids' rooms tidy
- Plan outings and activities for kids
- Do some evening babysitting when required

Other duties:

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What character traits / competencies / interests should your au pair ideally have?

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Position Details

In making your decision of whether to look for a fixed-term or a permanent au pair, please consider that most of our candidates are looking for permanent positions, and that temporary candidates are therefore harder to find. Most candidates tend to pass up on temporary opportunities in order to remain available for when a suitable permanent position comes along, or may decide to leave a current temporary position when a permanent one becomes available. Knowing this, we encourage families to select the permanent option whenever possible. Our permanent positions also come with a guarantee period, whereas our fixed term placements under 6 months don't.

Dates

Start date for the Au Pair

- ASAP
- Like, yesterday! (urgent)
- Specific date:

Position Length

- Permanent (12 months+) / Open ended
 - Fixed-term (less than 12 months)
 - Specific end date: (optional)
-

Working Hours

please specify start and end times for each day

Monday	Tuesday	Wednesday	Thursday	Friday

Will the au pair be required to work on the weekends?

- Yes
- No
- Occasionally, as and when needed

Weekend Hours (optional)

Saturday	Sunday

Will the au pair be required to work on public holidays?

- Yes
- No
- Occasionally, as and when needed

Will the au pair be required to work during school holidays?

Please think carefully before deciding to lower your au pair's salary during certain times of the year. It is almost always the case that your au pair will need to earn a stable income on a monthly basis. You will certainly 'putt off' certain higher calibre candidates when doing this, who will instead apply for positions that offer stable salaries.

- Yes, normal working hours
- Yes, and hours may increase during these times
- No, but normal salary is applicable
- No, and salary will be decreased in these times (not recommended)

Salary Details

In this industry, the phrase 'you get what you pay for' is highly relevant. Candidates who are of decent or higher calibre and who have experience/qualifications will only be interested in decent-paying positions. The higher rate you offer, the more likely you are to attract more decent candidates, and the faster we will be able to find them. Also, if your offered salary is low, it will most definitely take us longer to find suitable candidates for your position, as candidates tend to apply for our higher-paying positions first, and only if they are not chosen will then consider applying for the lower-paying positions. Therefore, we advise that you always consider offering the maximum salary that you can comfortably afford. If you would like to increase your working hours in order to justify for a higher salary, this is mostly also a good idea. In the end, the salary you choose will be entirely up to you and we will try to work with whatever figure you decide on.

Salary Guidelines

You can use the following chart to calculate your au pair's salary based on working hours per week. I.e. if your au pair will be working 4 hours a day on weekdays, that means 20 hours per week, which corresponds with R5500 - R6000 per month.

Hours/week	<12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	30+
Market-related Salary	R4500		R5000			R5500			R6000		R6500		R7000		R7500 - R15000					
Candidate Level	Adequate (difficult to find)									Good calibre candidates						Excellent candidates				

Please indicate the monthly salary you will be offering:

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Is this amount negotiable at all?

- Yes
- No
- Only for a very good candidate

How will you reimburse your au pair for petrol spent during working hours?

- AA rates
- The au pair will use the family's car only
- Specific rate per kilometre:
- Will provide a petrol card
- Included in the salary
- Flat monthly fee on top of salary:

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Invoicing

Name & Surname of person to be invoiced:

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Contact Number:

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Placement Fee Information

Our placement fee is a once-off fee.

Permanent/open-ended placement fees are calculated as follows:

Length of Placement	Percentage of Candidate Salary	Calculation
12 months or longer (or any open-ended placement)	11% of gross annual income	12 x monthly salary x 0.11

For placements lasting less than 12 months, placement fees are calculated as follows:

Length of Placement	Percentage of Candidate Salary	Calculation
≤1 month	standard fee of R1950	R1950
<3 months	Standard fee of R3000	R3000
3-6 months	20% of the total income over the period of the placement	number of months x monthly salary x 0.2
7-11 months	15% of the total income over the period of the placement	number of months x monthly salary x 0.15

Please note that if you choose to go with a fixed-term placement fee, you will need to pay another placement fee should you wish to extend the length of employment.

*Placement fees do not include any remuneration to be paid to an employee.

Thank you for completing our registration form! 😊
Please send the completed form to info@tiptopaupairs.co.za.

The next step in the registration process is:
Sign and return our agency's Terms & Conditions Agreement