

**Au Pair Professional Services**

96 Rd No: 3  
Victory Park  
2195

E-mail: hayley@proplacements.co.za

083-270-5060  
Tel: (011) 888-7015  
Fax: 0866 824 927

**REQUIREMENTS FORM FOR CLIENT FAMILY:**

Please complete the following information and return this form to us via e-mail/fax. Please fill in form accurately so that we may assist you to the best of our ability. Please feel free to contact us if you prefer to give us your requirements telephonically.

Please note: Once this form has been returned to our offices we will start the placement process immediately. If we have candidates that may be suitable we will have them contact you to set up an interview.

We would appreciate it if you could let us know should you want has to stop the search for a suitable person.

Client information:

First Name:

\_\_\_\_\_

Surname:

\_\_\_\_\_

Contact cell no:

\_\_\_\_\_

Home no: \_\_\_\_\_

Work no: \_\_\_\_\_

Fax no: \_\_\_\_\_

E-mail: \_\_\_\_\_

Identification no:

\_\_\_\_\_

Physical Address:

\_\_\_\_\_

Postal Address:

\_\_\_\_\_

Child information (if applicable):

| Name | Age | Sex | School |
|------|-----|-----|--------|
|      |     |     |        |
|      |     |     |        |
|      |     |     |        |
|      |     |     |        |

Times & days au pair/candidate is required:

| Day:      | Time: |
|-----------|-------|
| Monday    |       |
| Tuesday   |       |
| Wednesday |       |
| Thursday  |       |
| Friday    |       |
| Saturday  |       |
| Sunday    |       |

What are the duties of the au pair/candidate? Please include any special requirements?

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Do you require a female or male au pair/candidate?

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Do you require an au pair/candidate on a permanent (continuous basis, longer than 6 weeks), temporary (one day to 6 weeks) or babysitting basis?

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If you require a temporary au pair or babysitter, please specify dates the au pair/candidate must be available:

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Do you require the au pair/candidate to have her/his own car?

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Where did you hear about Au Pair Professional Services?

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Please note our policy is that we have suitable candidates contact you directly to set up appointments.