



Application Instructions Work-Study Program

Procedure

1. Fill in the application form either by hand or online.
2. Gather photos and other documents and send them by jpg file (preferably) or mail to BEST in Madrid.
3. Send the deductible deposit of **\$300**. This is easily payable to *Jill Arcaro Gordon* by Western Union (www.westernunion.com) with a credit card. Send us the retrieval number by email.
4. An optional phone interview can be arranged before your arrival.
5. Phone calls or emails will arrive from your perspective host family. The final consent will inevitably be made by the au pair and the family over a mutual agreement. BEST will facilitate this process, making recommendations regarding suitability, but the final decision is between the two parties involved.

By mail: **Calle Solano, 11, tercero C**
 Pozuelo de Alarcón
 28223 Madrid, Spain

By email: **best@bestprograms.org**

By tel./fax: **(34) 637-543-900**

6. When accepted by the family of choice, complete your transportation arrangements. Please check with the family before purchasing your ticket. Send a copy of your traveling itinerary to BEST in Madrid.

7. Send a Wire to:

TD Bank, N.A
Wilmington, Delaware
ABA#: 0311-0126-6
Swift for US currency transfers: NRTHUS33

Credit to:

Jill Arcaro
146 Arch Street
Ramsey, New Jersey 07446
Account Number: 3450494228

Be sure to state: For "Your Name".
All transfer fees payable by sender.

8. Upon arrival in Spain, an airport pick up will be arranged by your host family. If placed in Madrid, an orientation packet will be waiting at the language school.

Necessary Documents

Please send the following items before your telephone interview:

1. A passport size photo (smiling!)
2. Photos of you with your family.
3. Photos of you with children.
4. A letter in English stating your purpose of living in Spain, your interests and hobbies, experience with children and any special habits you might have (i.e. diet). Attach a copy in Spanish (if possible).



5. Two letters of reference (preferably one from a child care referee).
6. A medical report from your doctor on official letterhead.
7. A police report stating a clean criminal record, for overseas purposes.
8. Copy of your passport.
9. Copy of degrees, certificates, diplomas or relevant qualifications.



APPLICATION FORM

All information is confidential and will not be shared with anyone other than **BEST Language Services** and host families. Please fill out every section.

Work-Study Program

Name _____
Family First Middle

Address: _____

City: _____

Telephone: _____ Fax _____

Cell phone: _____

Email: _____

URL _____

Date of Birth _____ Religion _____

Nationality _____

Height _____ Weight _____ Sex _____

Passport number: _____

How did you hear about us? _____

When do you wish to be placed? _____ (Not guaranteed)

For how long? 1-2-3 months _____ with option to renew _____

Previous work experience:

Name, address and phone number of relative in case of emergency:

Father's profession _____



Mother's profession_____

Brothers and sisters and their ages:

Do you have health insurance?_____ Which?_____

When did you leave school?_____

Qualifications (degrees, diplomas)

What are your career plans?

Spanish proficiency level: **Excellent**__ **Good**__ **Fair**__ **Poor**__ **None**__

Do you speak any other languages and at what level?_____

What is your experience with children and their ages:_____

What are your interests, hobbies and childcare related activities you can/would undertake ?

Do you like animals?_____

Have you ever lived abroad away from home (traveling or studying) and, if so, why, when and for how long?

Do you understand that you will be expected to help with the child care related housework?_____

Do you understand that you maybe required to baby-sit?_____

Do you smoke?_____ If you smoke, would you be willing to smoke only outside of your host's home?_____

Do you have a special diet?_____

If yes, explain:_____



Do you understand that if you smoke against your host's wishes, they are completely within their rights to ask you to leave?_____

Do you have a full driver's license?_____ Can you drive a stick shift?_____

Do you have any health problems?_____
Allergies?_____

What ages of children do you prefer?_____ Do you like infants?_____

How many children are you willing to look after?_____

Do you wish to be placed near friends or relatives? If so, please give details_____

I promise that the information provided above is true._____

I understand that the minimum time of placement is no shorter than the period mentioned on this application form._____

Additional comments:



Terms and Conditions

In consideration of **BEST Programs**, I hereby agree:

1. to abide by all appropriate regulations and laws of Spain.
2. to carry out my duties as an au pair to the best of my ability.
3. to pay my way, to and from my home country and Spain.
4. to stay as long as I have indicated on my application.

I hereby warrant that all information I have given in the application is accurate and complete. I agree to perform my duties as an au pair to the best of my abilities and indemnify **BEST Programs** and the staff against any loss or damage suffered or any claims made against the company as a result of a breach or negligence during my participation in the program.

Signature _____ Date _____

Work-Study Program Application Fee (\$300 non-refundable and deductible from final bill)

Methods of payment:

1. US money order to Jill Arcaro Gordon
2. **WIRE TRANSFER** to
TD Bank, N.A
Wilmington, Delaware

ABA#: 0311-0126-6

Swift for US currency transfers: NRTHUS33

Credit to:

Jill Arcaro
146 Arch Street
Ramsey, New Jersey 07446
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