

Read everything carefully (6pages)

- Checklist / Please send us these documents within 4 weeks of your online registration BY EMAIL or MAIL:
- Recent photographs of you -passport size (SMILE Please) and with children, not photo copies please.
- "Dear family" where you will tell the family more about yourself.
- Letter of references: Must be written in English at least two, and it has to specify exact starting and finish dates of employment, hours of work per week, the duties and pay you received.
- Copies-High school Diploma in English and any other certificates.
- Copies of your passport showing your name/ date of issue and a picture, copy of your driver's license.
- Resume, plus the two attached questionnaires that we sent you in the email with this attachment.
- If you have a driver's license you need to apply for International license before coming to Canada.
- Travel cost is your own responsibility.

Following information you don't need to send to us but you need to obtain it moth or so and have it ready when you go and apply for a work permit at your closest Canadian Embassy.

- Criminal / Police check / clearance from Countries you have worked in (for more than 6 months). Please try to obtain it as soon as you can and keep the originals for the Canadian Embassy once you are scheduled for an interview.
- If you worked in USA you will be requested to provide a FBI clearance, you will need to get this done at the US consulate before you go to the Canadian Embassy for a job interview. It can take 6-8 week to obtain it.
- Please try to also obtain legal proof that you work for your past employers, which could be copy of a pay stub, tax receipt, anything that can show you worked and had a job. Verification in the form of a P45 or P60 for residents of the United Kingdom, or equivalent government tax documentation for other countries, is required as proof of employment.
- To process an application the Embassy requires clear evidence that you meet the training and/or experience. At least one letter of reference from previous employer(s). The letters must be dated, state the length of time you were employed and specify your responsibilities. b) Evidence of child care-related courses can be in the form of a certificate which clearly states that you have completed a childcare course, or a transcript describing in full the course content. You should also enclose evidence of any other care giving related course(s) (such as first aid), which you have taken or are taking.

For those who have driver's license please read carefully:

You need to have a license for at least 24 months to be able to apply for Canadian driver's licence without any limits. Motor vehicle branch uses the Issue Date shown on the license to calculate the length of time you have been eligible to drive. However, if you've held a license for 24 months and your current license was recently renewed, the Issue Date shown may not be sufficient to indicate you've held a license for 24 months. In this case, you will need to contact your previous jurisdiction and obtain proof of the length of time you have been licensed. More information is here:

http://www.icbc.com/licensing/lic_renew_replace_new.asp

Please email/fax/mail everything to:

Au-Pair and job placement Agency-Cefelin
Kurfürstenstraße 34
10785 Berlin
Germany

Web address: www.aupairagentur-cefelin.de
Telephone #: +4930-26367360
Fax #: +4930-26367362

KEEP THIS FOR YOUR RECORDS

Tips for increasing your chances to be sponsored sooner:

Most families are looking for an Overseas nanny that can do all of the necessary things mom would do while at home. Taking care of the kids, **sometimes cooking** for the whole family, **cleaning, driving** children to activities. Location is important, but if you are determined to work for example only in Vancouver, your chances for quick sponsorship are **slimmer**. Please be open to other opportunities. Drivers License is a **BIG** plus, please have you driving license translated to English before you come to Canada. In addition, the wages for live-in nanny from the Overseas are **minimum** when starting in Canada- \$8/hr in BC, \$ 8/hr in Ontario. Taxes will be deducted from it and Room & Board which will leave you with \$850-900 net monthly (your pocket money).

Sometimes family will offer wages that are higher for well experience candidates.

Here is more info about a Nanny program in Canada:

The Live-in Caregiver Program provides professional caregivers for employment in Canada. Caregivers are individuals who are qualified to care independently for children, the elderly or people who have disabilities. There are three main requirements you will have to meet to qualify under the Live-in Caregiver Program:

Successful completion of the equivalent of a Canadian high school education.

This requirement will help to ensure that participants who apply for permanent residence after two years will be able to succeed in the general labour market. Studies indicate that the majority of new jobs in Canada require at least a high school education

Six months of full-time training or 12 months of experience in paid employment in a field or occupation related to the job you are seeking as a live-in caregiver.

You may have gained your training or experience in early childhood education, geriatric care, paediatric nursing or first aid, to name just a few areas. You may have completed your training as part of your formal education. In order to meet the criteria for experience, you must have completed one year of full-time paid employment, including at least six months of continuous employment with one employer, in that field or occupation. This experience must have been obtained within the three years immediately prior to the day on which you submit an application for an employment authorization to a visa officer.

Ability to speak read and understand either English or French.

You must be able to function independently in a home setting. For example, you must be able to contact emergency services if required and to understand labels on medication. You will be unsupervised for most of the day and may be put in a position of having to communicate with someone outside the home. A good knowledge of English or French will also enable you to read and understand for yourself what your rights and obligations are.

Live-in Criteria

An important requirement of the Program is that employees must live in the employer's home. The Live-in Caregiver Program exists only because there is a shortage of Canadians to fill the need for live-in care work. There is no shortage of Canadian workers available for care giving positions where there is no live-in requirement.

Fees

You must pay a fee for the processing of your application when you submit it to the Canadian Embassy. You can contact the Canadian consulate, embassy or high commission nearest you to find out the amount of the fee. The amount is revised from time to time to reflect the cost involved in processing applications. Since the fee only covers the cost of processing the application, you will not get your money back if the visa office refuses your application. Therefore, we suggest that you review the program requirements carefully before making an application.

There will also be costs for a medical examination, passport and travel. You are responsible for these costs as well as the processing fee mentioned above unless your employer offers to pay them for you.

- Processing application fee (currently this fee is CAD\$150.00; however the fee might vary from time to time) paid to the Canadian government
- Medical exam fee (approximately CAD\$125.00)
- Canadian visitor visa fee (if applicable; CAD\$75.00 for a single entry visa, or CAD\$150.00 for a multiple entry visa). Whether or not you are required to have a visitor visa depends on the country you are from.
- Medical insurance for the first 3 months (even if it is optional, we highly recommend it). The price vary from country to country. You need to get this before coming to Canada. It takes about 3 months for Canadian medical insurance to be active. Please negotiate with your future family to pay for the Canadian medical Insurance.
- Transportation costs - please check with your local travel agents for the best airfare to Canada
- Baggage insurance (even if it is optional, we highly recommend it)
- If you are planning to travel to the USA it is recommended that you apply for USA visitor visa before you come to Canada at the nearest USA Embassy.

The Application Procedure

Your employer will submit a request to hire you at a Human Resources Centre (HRC) in Canada. The HRC will ensure that no Canadians, permanent residents or other temporary workers already in Canada are qualified and available to take the employer's offer of employment. Once the offer of employment has been validated by the HRC and sent to the visa office in your country, an official from the visa office will contact you to determine whether you are eligible to come to Canada as a live-in caregiver.

Web-link for the closest Embassy to you:
<http://www.cic.gc.ca/english/offices/missions.html>

You will be asked for your diplomas, school certificates or transcripts listing the courses you have taken. Be honest about your education, training and experience because you could be disqualified from the program if you are not. Your marital status and the number of children you have will not affect the outcome of your application; you must be honest in providing this information.

If the visa office approves your application, you will be given instructions for medical tests. When our officials receive proof that your medical results are satisfactory and that you have met all other requirements, you will be issued an employment authorization. An employment authorization is not a travel document. You must also get a passport (and a visitor visa, if required). The requirement for a visitor visa will depend on the country you are coming from.

Because of the existence of an agreement between the federal government and the province of Quebec, there are differences in the way the Program operates for caregivers who will be working in Quebec.

For more information, refer to the booklet published by the government of Quebec entitled *Working as a Live-in Caregiver in Quebec: A guide for foreign workers and their employers*

The Employment Authorization

An employment authorization from a Canadian visa office will allow you to work in Canada as a live-in caregiver. The employment authorization is usually valid for one year. Make sure you renew your employment authorization before it expires. It is now possible to do this by mail through the Canada Immigration Centre.

You will need a letter from your employer stating that your job as a live-in caregiver is being offered for another year. Include this letter in your application to renew your employment authorization. Remember that the document authorizes you to work only for the employer named on the employment authorization. However, this does not mean you cannot change employers for personal or other reasons. If that is the case, you must apply for and have received a new employment authorization before you go to work for the new employer. Both you and your employer should be aware that you are free to change employers while in Canada. Immigration Canada will not deport you for looking for another place to work. Involvement in any illegal activity could result in the cancellation of your permission to work in Canada. You cannot, for example, work for any employer except the employer named on your employment authorization. Furthermore, you cannot accept employment except as a live-in caregiver nor can you work for a new employer, even for a "trial period," until you have a new employment authorization.

Applying for Permanent Residence in Canada

You need to complete at least two years of employment as a live-in caregiver to apply for permanent residence in Canada. Please note that the two-year requirement does not include any extended time away from Canada. For example, if you go away on vacation for three months, that time will not be included as part of the two years of employment. In some countries, you may need to reapply for a visitor visa to return to Canada. If you leave Canada for more than one year or if your employment authorization has expired, you will have to reapply to the overseas visa office to return to Canada under the Live-in Caregiver Program. Program participants who wish to leave the Program and return permanently to their home country are free to do so at any time. However, adequate notice should be given to the employer.

Your application for permanent resident status could be cancelled if you misrepresented your education, training or experience to the visa officer when you first applied under the Program.

If you apply to stay in Canada, you must complete an application for permanent resident status. At that time, you must prove you worked as a full-time live-in caregiver for two years.

Your application for permanent residence in Canada will not be assessed on the basis of your financial situation, skills upgrading in Canada, volunteer work, marital status or the number of dependants you may have back home. However, you could be found to be ineligible for permanent residence if you, your spouse or any of your dependent children have a criminal record or a serious medical problem. Live-in caregivers who work in Quebec will also be assessed on additional criteria, including knowledge of French, by provincial authorities.

For further information, see the booklet published by the Quebec government, entitled *Working as a Live-in Caregiver in Quebec: A guide for foreign workers and their employers*.

Open Employment

Once you have received a favourable assessment on your application for permanent resident status, you may apply for an open employment authorization. This will allow you to take any job you wish until you are granted permanent resident status. You will not receive your permanent resident status immediately. Normally, there are many people applying for permanent residence in Canada at any given time, and you must wait your turn.

Family Members

All your dependants can be included in your application for permanent residence and they can obtain their permanent resident status at the same time as you. Your dependants abroad will be processed for permanent residence at the visa office in their country of residence, and they will not be issued their immigrant visas until you have received yours, provided that the entire family passes medical and criminal screening and all other requirements are met. All your dependants must pass medical and background checks even if they are not applying to join you in Canada right away. You cannot be granted permanent resident status until all your dependants have passed their medical and background checks.

What is the difference between an Au Pair and a Nanny?

An Au Pair is someone between the ages of 18-26, who comes to the Western Europe or United States from a foreign country as part of an educational and cultural exchange program. They are responsible for childcare duties only, and are not allowed to perform general household tasks such as the household laundry or running the household while the parents are traveling. Their workweek cannot exceed 45 hours and the candidate's time in the Western Europe or United States is limited to one to two years. The experience of an Au Pair varies; the primary requirement is that they have 32 hours of child-related educational training. An Au Pair is a member, not an employee, of the family and works on a live-in basis.

A Nanny may either work on a live-in or live-out basis, either full or part-time.

The first and most important responsibility of the nanny is to provide quality care and supervision for your child(ren). Caring for children is a demanding and time consuming job that encompasses the following:

- Helping with numerous child-related tasks such as meal preparation
- Feeding
- Bathing
- Dressing
- Keeping children's rooms tidy
- Making children's beds
- doing children's laundry
- Straightening the playroom at the end of the day

Planning and structuring play opportunities and activities that are developmentally appropriate for your particular child(ren). Interacting and playing with your child(ren), i.e., reading stories, providing creative experiences, going for walks, etc. Helping older children with homework, if necessary.

While the duties are generally restricted to childcare, a Nanny may also have various household responsibilities such as the family laundry, housekeeping, cooking and household errands.

A Nanny may also run the household while the parents are traveling.

A typical work schedule is Monday through Friday. The hours of work vary depending on the particular job. Typically, a workweek is 40-60 hours. We ask that you make a commitment for a minimum of one year, and that you take this job very seriously. There is no job more demanding and important than caring for young children. At the same time, we know of no other job more rewarding and satisfying than the work involved in helping young children grow and develop.

The background and experience of a Nanny will vary depending on the individual candidate. Many Nannies do not have formal training, but may have several years of hands-on experience. Nannies are not restricted by an age parameter. Since they are not limited to a one-year contract, it is possible for a Nanny to be employed by a family for several years.