



## STANDARD TERMS AND CONDITIONS

"Client" is \_\_\_\_\_ [NAME]

Of \_\_\_\_\_  
\_\_\_\_\_ [ADDRESS]

### Engagement of Services

The client has engaged the services of Chilton Au Pairs to place an au pair/nanny on the terms and conditions set out below.

### Suitability of au pair/nanny

Chilton Au Pairs will do their best to ensure that the candidates are suitable for the job, prior to interview.

### Placement Fee

A placement fee equivalent to one month's gross salary payable to the au pair shall be due and payable to Chilton Au Pairs immediately upon the client verbally (or other) agreeing to engage an au pair/nanny. ***This shall not mean after the employment contract is signed by both parties or when the au pair commences employment with the family.*** Chilton Au Pairs reserves the right to inform the au pair not to commence employment with the family until the placement fee is paid in full. One month's gross salary shall mean the amount payable to the au pair on a monthly basis and shall not mean any reduced amount paid to the au pair during a probationary period. Should this fee not be paid in full on placement or when an increase becomes effective, as the case may be, and the account is handed over for collection, the client will, in addition to the placement fee be responsible for all legal costs incurred.

### Short term placements

For short term placements, the placement fee is 25% of the projected amount payable to the au pair/nanny over the period of the placement. Chilton Au Pairs is not obliged to find a short term replacement.

**Cancellation**

Should an au pair/nanny have been placed with the family and for whatever reason the family decides to cancel the placement, after agreeing to hire them a cancellation fee of R800.00 will become due and payable immediately upon cancellation.

Should this fee not be paid in full on cancellation and the account is handed over for collection, the client will, in addition to the cancellation fee be responsible for all legal costs incurred.

**Replacement**

Should the au pair/nanny not work out in the first 3 months, Chilton Au Pairs shall, as soon as is reasonably possible in the circumstances, find a replacement.

**Confidentiality**

The client acknowledges and undertakes that:

- (a) the personal information (including contact details) of the au pair are to remain confidential and shall not be passed on to third parties with a view to or for the purpose of the au pair obtaining employment with that third party;
- (b) the client undertakes to treat all information supplied by Chilton Au Pairs about the au pair/nanny as confidential and /nanny not to pass such information on to any third party, unless strictly required in order for the au pair to carry out her obligations to the client.

**General**

This document contains the whole agreement between the parties. No variation, amendment, deletion or addition to these terms and conditions shall be valid unless in writing and signed by the parties. Neither party shall be bound by any expressed or implied term, representation, warrant, promise or the like not recorded in this contract.

We charge an admin fee of R200 which is payable immediately. This amount will be deducted from the final account should we place an Au Pair/nanny with your family.

**The Client.....**

**Chilton Au Pairs.....**

Date:

Date:

Name:

Physical Address:

Home no.:

Email address:

Cell no.:

Place of work:

Work no.:

Names and ages of children:

Relevant details of the nanny/au pair job:

Live in/live out:

Preferred start date:

Interview date/time:

Salary on offer:

## Chilton Au Pairs and Nannies Terms of Business:

*The full amount for the placement of an au pair or nanny is a once-off fee, equivalent to one month salary and is due on job offer and acceptance by future employee.*

I have read above the terms & conditions and hereby accept these

Signature:

Printed Name:

Date:

Kindly sign and email to **chiltontraining@gmail.com**.  
Please feel free to contact us with any queries.