

Devonshire House, Manor Way, Borehamwood, Hertfordshire WD6 1QQ

***Application for membership of BAPAA
Full Member and Associate Member***

Full Trading Name of Agency	
Membership Category Applied for (Full Member or Associate)	
Main Contact name for Application	
Full Registered address of business organisation *	
Trading Addresses if different to Registered Address (list all) *	
Office Land line Telephone Number *	
Mobile Number	
Email Address	
24/7 emergency Tel Number for Au Pairs and families	
Website address	
Skype ID	
Ltd Co., Partnership or Sole Trader	
Type of office (home based, office based or virtual office)	
When was Agency established as a legal entity?	
Name of Directors or Owners of the business	
Are they Directors of any other business (if yes give details)	



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Number of employees and if full or part-time	
Number of Inbound Au Pairs received in last 12 months	
Number of Outbound Au Pairs sent in last 12 months	
Membership of other professional organisations or trade associations	
How did you hear about BAPAA?	
ICO Number	
Professional Indemnity Insurance Policy No. (if held)	
Organisation Profile Maximum 200 words	
References Please provide the contact details of the 3 references you are supplying as all references will be checked. Please remember to include the hard copies of the references with your application	<p>Reference 1 (Independent Partner Agency IAPA or BAPAA Full Accredited Member):</p> <p>Reference 2 (Host family an Au Pair has been placed with):</p> <p>Reference 3 (An Au Pair you have placed):</p>

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** Please note that, for administrative purposes, you must provide BAPAA with a full postal address and at least one UK landline telephone number.*

** BAPAA membership is mainly set up for British based businesses operating as one entity from one address or office. Businesses operating from multiple addresses will be judged on individual case, merit, business ownership etc as to whether full membership fee is charged for each separate address (this particularly applies to franchises or virtual offices.) BAPAA's decision on this for each application will be final and non negotiable.*

** Regardless of the above - only one entry will be allowed on the BAPAA Website for businesses trading from multiple addresses in order to present the Directory as fairly as possible for all BAPAA agencies. All addresses must however be made known to BAPAA*

Checklist of documents required to be sent with your application:

- Signed Application Form
- Letter from your bank / accountant stating that your business is financially solvent
- Details of your current business bank account
- Set of agency documents:
 - Family Application forms
 - Terms of business for families
 - Guidance to host families information
 - Au Pair Invite letter guidelines
 - Family Welcome Pack
 - Au Pair Application form (inbound and/or outbound)
 - Terms of business for Au Pairs if you place directly inbound and/or outbound
 - Guidance to Au Pairs information (inbound and/or outbound)
 - Au Pair Welcome Pack
 - Please give details of any other follow ups/information sent to Au Pairs or host families throughout a stay not covered in above (eg sim cards, organised trips, friendship groups etc)
- The 3 references as above
- Copy of Privacy Policy
- Copy of ICO Certificate
- You will be required to pay a £50 admin fee once all documents are received by BAPAA. The BAPAA Bank details will be supplied in order this can be paid by BACS
- All documents must be scanned and emailed to membership@bapaa.org.uk
- Only complete applications with **ALL** documents attached will be considered and any part applications which do not contain ALL documents will be returned to applicant and not considered until a full application is submitted at one time



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Once a complete application has been received, your application will be reviewed at the next Executive Committee meeting. **In the case of application for Full Membership**, if accepted you will then move to the final stage of a telephone interview prior to the application being proposed to the full membership. Once accepted by the current full members, the Full Membership fee will then become payable pro rata. If you have any queries please email membership@bapaa.org.uk

Declaration

I agree that, should my membership be approved, as a member of BAPAA I will follow the BAPAA membership Code of Conduct and operate according to the BAPAA Au Pair Programme guidelines. I also declare that I accept the objectives laid down in the BAPAA Constitution

I am authorised to sign this statement and confirm that the information provided in this application is true and accurate. I confirm I am the Director of the Business (the Principal) as required in the Constitution of BAPAA

Signed

Name
(Please print)

Date

Role in organisation

Revised July 2016