



CARRYCORD PTY. LIMITED

ACCOMMODATION CONSULTANTS

ABN 86 054 141 329

40 HELENA STREET, RANDWICK. N.S.W. 2031 AUSTRALIA. info@carrycord.com www.carrycord.com
TELEPHONE (612) 80057022

Dear Host,

Attached you will find our “Guide for Homestay Families”, an application form and information for guests, “Welcome to Australian Homestay”.

There is also a form called “Employment Screening Consent Form”. This form must be completed for **all persons** living in your house who are 18 years or older. This is a requirement of the Child Protection (Offenders Registration) Act 2000.

Without this form being completed we are prohibited from accepting you as a host family.

Please return the application form and the “Employment Screening Consent Form and the Prohibited Employment Declaration” so we process your application.

We look forward to receiving your application and consent form and Declaration.

Kind regards,

Richard



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Homestay Application Please return to Carrycord Pty. Limited

PLEASE PRINT ALL DETAILS

SURNAME.....

ADDRESS.....

.....POSTCODE.....

HOME TELE.....WORK TEL..... Email

MOBILE 1.....MOBILE2..... FAX.....

YOUR NAME.....DATE of BIRTH.....M/F.....

OCCUPATION..... COUNTRY of BIRTH.....

SPOUSE NAME.....DATE of BIRTH.....M/F.....

OCCUPATION..... COUNTRY of BIRTH.....

CHILDREN LIVING AT HOME.

CHILD NAME.....DOB.....M/F.....OCCUPATION.....

CHILD NAME.....DOB.....M/F.....OCCUPATION.....

CHILD NAME.....DOB.....M/F.....OCCUPATION.....

CHILD NAME.....DOB.....M/F..... OCCUPATION.....

YOUR HOBBIES 1.....HOBBY 2..... HOBBY 3.....

DO YOU SMOKE.....IS SMOKING ALLOWED INSIDE.....IS SMOKING ALLOWED OUTSIDE.....

DO YOU HAVE ANY PETS?.....WHAT ARE THEY.....ARE THEY INSIDE OR OUTSIDE.....

TRAVEL TIME TO CITY BY BUS.....MINUTES TRAVEL TIME BY TRAIN.....MINUTES

HOW MANY ROOMS DO YOU HAVE FOR STUDENTS.....WHEN ARE THEY AVAILABLE.....

WILL YOU ACCEPT MALES AND FEMALES.....

DOES STUDENT HAVE OWN BATHROOM.....DO YOU HAVE SWIMMING POOL.....A PIANO.....

ARE YOU VEGETARIAN.....WILL YOU ACCEPT VEGETARIANS.....

WILL YOU PROVIDE MEALS TO YOUR STUDENTS.....

PLEASE NAME OTHER AGENTS OR SCHOOLS THAT GIVE YOU STUDENTS

HOW MAY YEARS HAVE YOU HOSTED STUDENTS.....

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Dear Homestay Family,

Please read the “ Guide for Homestay Families” and return the signed Declaration to PO BOX 250, ST PAULS. 2031

DECLARATION

I have read the “ Guide for Homestay Families” provided to me by Carrycord Pty. Limited and I am aware of the conditions and requirements of a Homestay Host. I agree to abide by the “Guide for Homestay Families”

Are you prepared to supply meals YES.....NO.....

The “Vulnerable Persons Act “ requires that we ask you the following.

Have you or any family members living in your home been charged or convicted of any sexual offences or any other criminal offences. Do not include traffic offences.

NO..... YES..... If yes, please detail:

.....
.....

PLEASE USE BLOCK LETTERS

Name.....

Address.....

.....

Signed.....Date.....

ATTACHMENT 3 WORKING WITH CHILDREN CHECK EMPLOYMENT SCREENING CONSENT FORM

This form is to be completed by persons whose names are to be submitted for employment screening as part of the Working With Children Check.

No background checks can be completed on a person without this consent being provided. Employers are required to sight applicant's original identifying documents. **All fields must be completed in block letters**

Surname: _____ Given name(s): _____
Previous names/aliases: _____
Date of birth: _____ Place of birth (city, state, country): _____
Gender: (Please tick) Male Female Driver's licence number: _____
Current Address: _____
Suburb: _____ State: _____ Postcode: _____
Contact telephone number: _____

Type of position: (Please tick) Paid employee Volunteer Student placement

Title of position applied for: _____ Homestay Host

I certify that the above information is accurate and understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I am aware that if considered for employment in a child-related position, several checks will be undertaken to ascertain my suitability, including:

1. a national criminal record check for charges and/or convictions (including spent convictions) for:

•any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);

•any assault, ill treatment or neglect of, or psychological harm to a child;

•any registrable offence; carrying a minimum penalty of 12 months or more imprisonment.

I understand that this check includes convictions or charges that:

•may have not been heard or finalised by a court; •are proven but have not led to a conviction; or

•have been dismissed, withdrawn, quashed or discharged by a court.

2. a check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren;

3. a check for relevant employment proceedings involving reportable conduct or an act of violence committed by the employee in the course of employment and in the presence of children. Reportable conduct means any sexual offence, or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence), or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.

I understand that a conviction for a serious sex offence (including, but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge) will automatically prohibit my employment in a child-related position. This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a "registrable person" under the Child Protection (Registrable Offenders) Act, 2000, I am prohibited from employment in a child-related position.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an Approved Screening Agency from sources such as courts, police, prosecutors and past employers to enable a full and informed assessment.

I acknowledge that:

(i) any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences;

(ii) the outcome of assessment of information obtained through the Working with Children Check by the approved screening agency may be provided to my current or prospective employers only for background checking purposes; and

(iii) the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for employment screening in accordance with Section 36 (1) (f) of the Commission for Children and Young People Act 1998.

(iv) the above information and any information obtained during employment screening may be collected and used by and/or disclosed to the Commission for Children and Young People or any Approved Screening Agency for employment screening purposes.

Name: _____

Signature: _____

Date: _____

NOTE: This form is to be retained by the employer. NSW Commission for Children and Young People 04/04

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A GUIDE FOR HOMESTAY FAMILIES

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To host an overseas student in your home often means changes and adjustments to your lifestyle - as well as the student's. The student will be going through a number of cultural shocks adjusting to their new environment and we ask that the host family be as supportive as possible. The student should, in return, try to adjust to the lifestyle of their host family.

The following information should help to avoid problems created by misunderstandings. Discuss this information with the students at the beginning of their stay – **Please don't wait until problems develop.**

HOLIDAYS

If you intend going on holiday during the student's stay, it is essential to advise Carrycord of arrangements made for the student's welfare.

MEALS

Meals are not included for Homeshare.

Breakfast and the evening meal are to be provided for the student during the week and all meals during the weekend.

Breakfast might consist of cereal, fruit juice, toast, tea or coffee. If it is the practice for the family to get their own breakfast, this should be explained to the student. The student should be advised that it is the practice for the family to eat the evening meal together.

The student should be asked to be punctual at meal time and to always contact the family if they expect to be late or miss a meal.

Indicate to the student if they may "help themselves" to food and drinks at any time.

Ask the student if there are any foods he/she does not eat - sometimes there could be religious restrictions.

BEDROOM

The student should be provided with a comfortable bed, wardrobe, drawers and a study desk or table with a reading light and a chair.

The student's privacy should be respected by all members of the host family and the student should reciprocate. The student should keep the bedroom clean and tidy.

DAILY LIFE

The student should be shown how to securely lock the house if they are the last to leave. Sheets and towels should be provided although generally the student has their own beach towel for swimming.

The student is not living in your home as a hotel guest and so therefore can reasonably be encouraged to assist with home duties such as clearing the table, washing or drying up. Explain to the student any hot water restrictions; when they should shower or bathe and ask them to keep the bathroom clean after use. If necessary inform them to turn off lights and appliances when not in use.

WASHING

Explain about the washing of clothes - whether you are prepared to do their washing or whether they should do their own.

VISITORS

The student should ask your permission before bringing friends home and they should ask where they can entertain them. If you wish the friends to leave by a certain time indicate this to the student.

TELEPHONE and INTERNET ACCESS. Please do not allow your students to use your telephone or internet. Students should be encouraged to buy or hire a mobile telephone and to buy a wireless internet access card for their computer. The student can purchase these items from Telstra, Vodafone, Optus, iBurst and other companies. Please do not sign contracts on behalf of your students. Carrycord cannot recover cost incurred by your students.

VALUABLES

Encourage the student **not** to carry large sums of money when they leave home. Also stress the need for students to be careful of all their valuables, including passport.

TRANSPORT

Provide all the necessary information regarding public transport including:-

-Showing the student the school.

- which type of transportation is most appropriate.
- the location of bus, train and ferry stops.- the type of ticket they should purchase,
- i.e. Metro, weekly pass etc.- a copy of the appropriate timetables would be beneficial.
- Give your student a map of the local area.

COUNSELLOR

A counsellor is available to offer assistance, where necessary, for both the homestay family or the student. The counsellor's role is to help the student in their personal as well as academic counselling. If you feel the student is having any problem with their social adjustments, contact Jan or Richard on telephone 9398 5103.

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WELCOME TO AUSTRALIAN HOMESTAY

Page 1 of 2

Dear Homestay Student / Traveller, Welcome to Australia.

During your stay in Australia everything will be done to make you comfortable and to help you enjoy and remember your time in our country. All care will be taken of you and your safety but no responsibility can be taken in the event of an accident. It is expected that you will take out your own personal insurance to cover your stay with your host family and for the full length of your time here. **No responsibility will be taken for the loss or damage of your personal belongings**, so please take special care of your valuables, money, passport and airline tickets.

SETTLING IN

Your new homestay family welcomes you. Remember that they are nervous as well as you. They are looking forward to getting to know you, and would like you to feel comfortable in your new home. It usually takes a week to “settle in” and to get to know each other. It may be a bit uncomfortable at first, but soon you will feel more relaxed and start to enjoy yourself. It is important to give this some time. **If you take the time to learn about local customs you will be liked and respected by your homestay family. With a smile, use words such as “please, thank you, good morning and good evening”.**

It is very rare to have locks on bedroom doors in Australian homes so please don't expect this. It is possible that your homestay may host other students. If you do not want to be in a homestay with other students you must advise us of this fact in your application.

LENGTH OF STAY

You must stay with your homestay family for at **least 4 weeks**. If you decide to move out after this 4 week period, you must give your family at least two week's notice. If not, they are entitled to **two week's rent** (Travellers excepted).

MEALS

Meals include breakfast and dinner each week day and breakfast, lunch and dinner at the weekend. Meals at the weekend are often help yourself.

Please observe your host family's meal times and make sure that they are not kept waiting for you. Offer your help in setting the table, or clearing away. If you are going out for a meal, give your homestay mother as much notice as possible. Always tell your family if you will be late and give an approximate time of returning home to avoid them any worry.

Please do not store or eat food in your bedroom. Even with the best intentions it is very easy to spill food in the bed or on the floor.

WELCOME TO AUSTRALIAN HOMESTAY

Page 2 of 2

FOODS YOU DO NOT LIKE

It is better to tell the family in advance if there are foods you do not like. They would rather you tell them in advance than leave food on the plate. Perhaps your family would like to try food from your country. If you like you can offer to cook for the family from time to time.

IN YOUR ROOM

To assist with cleaning, please keep private belongings tidy. Keep noise to a minimum after 8.30pm and keep your stereo volume low. Please note that all **lights must be switched off at bedtime or when not in use.**

BATHROOM

The bathroom is shared by all members of the homestay. Please do not occupy the bathroom for extended periods of time. Leave the bathroom as clean and tidy as you found it. Do not use the family's private belongings. **Water is a precious commodity in Sydney. Showers are usually restricted to once per day. Please talk with your accommodation provider about water usage.**

LAUNDRY

You are expected to do your own laundry (but some families may prefer to do it for you). In Australia many families **put washing outside to dry, not in dryers and not in your bedroom. Please do not put your wet washing in your wardrobe.** Discuss the use of the washing machine and dryer with your family. Make sure that you understand how to use them before you try. Some homestays do not have a washing machine. These homestays have a Laundromat nearby.

TELEPHONE and INTERNET ACCESS. Students are expected to arrange their own telephone and internet access. Students are encouraged to buy or hire a mobile telephone and to buy a wireless internet access card for their computer. The student can purchase these items from Telstra, Vodafone, Optus, iBurst and other companies. Any costs are for the student to pay. Your accommodation provider will assist you to arrange these services but any costs are for the student to pay.

SAYING "NO"

Australians will not be offended if you say "no thank you". Sometimes your family will ask you to join them in their activities on the weekends. If there is something else you have planned to do, you may thank them but say "no thank you". Be sure to use words like "thank you, please, good morning and good evening".

BE CONSIDERATE

Don't make loud noises after the family have gone to bed.

Offer to do small jobs around the house such as washing up dishes and say thank you to the cook after meals. This will assist you in becoming part of the family.

Do not enter the private rooms of your host family uninvited.

In general, consider the privacy and needs of your host family as they will do for you.

A counsellor is available to assist you in either your personal or academic life.

ENJOY YOUR HOMESTAY!