



LE GOUVERNEMENT
DU GRAND-DUCHÉ DE LUXEMBOURG
Ministère de l'Éducation nationale,
de l'Enfance et de la Jeunesse
Service national de la jeunesse

*Box reserved for the National Youth Service
("Service national de la jeunesse")*

Entry date

Reference

This application is to be sent by post, before the start of the au pair hosting, to:

Service national de la jeunesse
Coordination de l'accueil au pair
138 Boulevard de la Pétrusse
L-2330 Luxembourg

- ✓ It must be duly filled out, signed and accompanied by copies of the supporting documents required and listed in Section II hereof.
- ✓ Incomplete applications will not be processed and will be returned to the applicant.
- ✓ The processing of a complete application takes up to 4 weeks.

AU PAIR HOSTING

APPLICATION FOR APPROVAL OF THE AU PAIR

I. Identification of the applicant	
Name	
First name	
Phone number(s)	
Email address	
Place of residence in the country of origin	
Street and number	
Postcode and locality	
Country	
Current place of residence (if different from the place of residence in the home country)	
Street and number	
Postal code and town	
Country	
Host family	
Name of the family	

Approval number (if assigned)		
II. Supporting documents must be enclosed		
✓	A copy of a valid identity card or passport	
✓	A certificate of residence for the current place of residence	<i>Otherwise, any other evidence indicating the current place of residence (e.g. an invoice)</i>
✓	A copy of the certificate of studies/diploma giving access - in the country of origin - to higher education or evidence that the applicant has taken courses until at least the age of 17	<i>The attached document must be a certified true translation provided by a sworn translator if it is not in German, French or English.</i>
✓	A medical certificate issued less than 3 months before the start of the hosting, certifying the au pair's ability to perform light family related everyday tasks, including childcare;	<i>The attached document must be a certified true translation provided by a sworn translator if it is not in German, French or English.</i>
✓	A copy of the hosting agreement signed with a host family	<i>A template of an au pair hosting agreement can be downloaded from www.accueil-aupair.lu.</i>
✓	A sworn statement that there is no family tie up to the 4th degree of relatives included between the host family and the au pair	<i>A template of a sworn statement can be downloaded from www.accueil-aupair.lu.</i>
✓	The family who holds an approval submits the following for each new hosting of an au pair: <ul style="list-style-type: none"> • an extract of criminal records ("<i>extrait du casier judiciaire</i>") less than 3 months old for all family members who are 18 years of age or older at the beginning of the period of stay of the au pair; • an extended residence certificate that is less than 3 months old; • evidence of daycare for children under the age of 6. 	

III. Language skills	
To assess your language skills, you are requested to refer to the Common European Framework of Reference for Languages (CEFR). You must have reached level A2 in German, English or French.	
You must have a basic knowledge (A1) of one of the languages spoken by the host family if it is different from German, English or French.	
Language used	Level achieved
German	
English	
French	
Other language used by the host family, i.e.: _____	

IV. Obligations of the young au pair

Obligations under the law of 18 February 2013 on the hosting of young au pairs

participate in a compulsory information session organised by the National Youth Service ("*Service national de la jeunesse*" or "SNJ").

be in compliance with the legislation on the entry and stay of foreigners

take language courses for the duration of the au pair hosting

not to take up any employment or self-employment for the duration of their hosting as an au pair

Other obligations

inform the SNJ of their arrival during the first week of their stay (via e-mail: aupair@snj.lu)

participate in an interim assessment organised by the SNJ

report promptly to the SNJ any problems with the stay (via e-mail)

inform the SNJ of any change to the contractual position as a young au pair (via e-mail)

request mediation from the SNJ in case of possible conflicts with the host family (via e-mail)

I, the undersigned, hereby request the Minister of National Education, Children and Youth to obtain approval as a young au pair.

I have attached hereto the supporting documents required in point II hereof.

I am aware of my obligations as a young au pair listed in Section III hereof, on which I agree.

I undertake to regularly check my e-mail address indicated in this form and agree that decisions on my stay as a young au pair - granting approval, hosting agreement, refusal or withdrawal of approval or any other appropriate decision - are to be sent to this same e-mail address.

Location:

Date:

Signature

Important notice

The approval is withdrawn if the au pair has resorted to fraudulent practices or has made inaccurate statements to obtain it. It may also be withdrawn if the au pair does not comply with the conditions or the commitments made, to which the granting of the approval was subject;

Annex: Processing of personal data

The purpose of this annex is to lay down the conditions under which the National Youth Service ("*Service national de la jeunesse*", hereinafter referred to as "SNJ") collects and processes personal data of young au pairs.

Which personal data is processed by the SNJ?

The SNJ is required to collect the following categories of personal data. Please note that this list is not exhaustive.

- Information relating to the marital status and identity of young au pairs, including in particular their full name, nationality, home address, place and date of birth, gender, telephone number and e-mail address;
- Information regarding the qualifications obtained by the young au pair;
- Information about the ability of the young au pair to perform light family related everyday tasks, including childcare.

For what purposes is this personal data collected?

- Personal data collected by the SNJ is processed by the SNJ for the following purposes:
- Approval procedure for host families;
- Approval procedure for young au pairs;
- Management, control and coordination of au pair hosting;
- Organisation of mandatory information sessions for young au pairs.

Personal data is necessary for the performance of a task of public interest and is subject to the exercise of public authority vested in the SNJ. This purpose forms the legal basis of data processing performed by the SNJ.

To whom is the collected personal data transmitted?

Personal data may be processed by the following persons within the limits of their respective powers:

- SNJ Director;
- SNJ Deputy Director;
- SNJ Au Pair Hosting Coordinator;
- SNJ Secretary of the "*Transition vers la vie active*" Unit (transition to active life).

They may also be communicated to the competent administrative and judicial authorities as appropriate.

How does the SNJ protect the personal data it processes?

Personal data collected by the SNJ is processed by the SNJ in its capacity of data controller, in compliance with the applicable legislation on data protection (i.e. in particular EU Regulation 2016/679 of 27 April 2016 and the law of 1 August 2018 on the organisation of the National Data Protection Commission for the protection of individuals with regard to the processing of personal data, as well as any subsequent regulations).

SNJ undertakes to implement technical and organisational security measures to ensure Personal Data Protection against the risks associated with the use of information systems.

Personal data is kept for the entire duration of the au pair's stay, respectively for the duration during which the license is issued and archived in accordance with legal and regulatory limitation periods.

What rights do you have?

Under the conditions provided for by law or applicable regulation, the persons involved in the processing of personal data have the following rights:

- Access to personal data;
- Confirmation as to whether or not data is being processed;
- Information concerning the purposes of the processing, the categories of personal data concerned by the processing, and the recipients or categories of recipients to whom the data is communicated;
- Communication, in an intelligible form, of personal data being processed, and any available information on the data source;

The persons concerned also have the right to correct personal data concerning them and a right to object to the collection and processing of such data, subject to proof of compelling legitimate grounds.

These rights may be exercised by e-mail along with supporting evidence of your identity, sent to the following address: aupair@snj.lu.

The persons concerned are also entitled to request the deletion of all or part of the data or the limitation of processing, to object to the processing and to use their right to data portability, within the limits provided by the applicable rules.

If necessary, complaints relating to the rights of the persons concerned (www.cnpd.public.lu) can be submitted to the National Commission for Data Protection ("*Commission nationale pour la protection des données*"), having its registered office at 1 avenue du Rock'n Roll, L-4361 Esch-sur-Alzette.