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www.housesitters4africa.co.za

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Before you do anything you need to do this so our emails to you are not blocked!!

You wouldn't want to get invited to an interview and not get the email!

1. Login to www.gmail.com
2. Go to settings
3. Click on filters
4. Click CREATE A NEW FILTER
5. Type @vicello.co.za in the from field
6. Click CREATE FILTER WITH THIS SEARCH
7. Tick 'STAR IT' and 'NEVER SEND TO SPAM' and 'Also apply filter to matching messages'
8. Click CREATE FILTER

<https://www.youtube.com/watch?v=VzXBGn-g5eI>

AND THEN REPEAT FOR THIS DOMAIN:

1. Login to www.gmail.com
2. Go to settings
3. Click on filters
4. Click CREATE A NEW FILTER
5. Type @aupairsandhousesitters4africa.co.za in the from field
6. Click CREATE FILTER WITH THIS SEARCH
7. Tick 'STAR IT' and 'NEVER SEND TO SPAM' and 'Also apply filter to matching messages'
8. Click CREATE FILTER

<https://www.youtube.com/watch?v=VzXBGn-g5eI>

I found this article in You Magazine and thought you may find it helpful:

Sloppy Jobs Seekers

I have been following the letters over the past weeks about young South Africans who say companies won't give them a chance without work experience. I am a recruiter for an international company that requires no experience. I am however disgusted by the lack of effort young people put in today. They turn up to interviews wearing flipflops or swimming shorts or they often just don't pitch for interviews.

We require all applicants to send a letter saying why they would like the job; 90 percent of people ignore that request and forward only a CV, or worse, a cover letter they wrote for another company.

I'm a young South African who was hired straight out of Varsity and since starting this job I have realised how lazy the majority of our generation is. My advice: put some effort in and you might get a bit further. I did.

What We Do?

We offer you a service of finding work as an au pair, baby sitter, lift scheme helper, tutor, pet and or house sitter. You do not have to take a job in all of these areas, just the ones that interest you!

Because of the large database of families we have accrued in essence you are connecting yourself to a database of over 5 000 families.

Au Pairing / Baby Sitting and Tutoring:

Au Pairs & House Sitters for Africa will assist you in finding permanent placements as well as temporary placements. Permanent placements range from 1 to 12 months in length and can be renewed at the end of each period. Temporary placements can be one week in length (over school holidays) or month-to-month assignments. Au pairs earn between R60 and R120 per hour (Monthly salaries of R3000 - R4000 PLUS for half day and R6000 - R7000 PLUS for full day). I will also negotiate an after hours rate as well as a separate petrol rate for you. The company does not take a cut of your salary! An au pair agency is there to protect you and help you negotiate the best salary possible.

What's the Benefit in going through an agency?

As we have been operating since 2006 we have over 12 000 families in our data base (as at August 2011). We get numerous jobs and once you send us the requested information will send you for a few interviews. You can then choose which jobs you would like to take. Most of our au pairs land up going for 3 – 4 interviews over 2 days and are offered a job within 24 hours after that!

You will not get this variety when looking for a job yourself.

Because of our huge database, if you want to work in a suburb that we do not currently have a position in, you can specify this and I can still easily market you to my clients in that suburb.

Contrary to a myth that I have noticed has been generated the agency DOES NOT take a cut of your salary. We actually help you in negotiating a better salary and make sure you do not get taken advantage of.

We further support you by emailing you activities and crafts to do with the children you look after while you are au pairing! We do our best to make you look as good as possible.

Support – Free activities to do with the children you au pair for

I provide a free service whereby once a week I email out an activity you can do with the children you au pair for, to subscribe to this send a blank email to aupairs-bag-of-tricks-aupairs4africa-subscribe@yahoogroups.com

What Do Au Pairs Earn?

The table below is a rough guide on what we advise parents to pay au pairs and is based on a 5 day work week; the hourly rate is based on the number of hours worked per day and is not influenced by the number of days worked per week. i.e. if you work for 2 hours on a Monday, you will be paid R170 for Mondays, but 4 hours Tues – Fri, you will be paid R220 for each of those days, making your total salary for the week R1 050.

Time (hrs)	Hourly Rate	Pay per day	Pay per week	Pay per month
1	R120	R120	R600	2600
2	R110	R220	R1 100	2600
3	R100	R300	R1 500	2600
4	R90	R360	R1 800	2600

5	R80	R400	R2 000	2600
6	R70	R420	R2 100	2600
7	R60	R420	R2 100	2600
8	R50	R400	R2 000	2600
9	R60	R540	R2 700	2600
10	R70	R700	R3 500	2600

Tutors earn between R85 – R200 per hour

Baby sitters R60 plus per hour, as per the table above

You are welcome to renegotiate this with the family that employs you.

It should be noted that Au Pairs and House Sitters for Africa cannot guarantee that you will find a job. It is up to the family to decide if they want to hire you and Au Pairs and House Sitters for Africa has no influence over this whatsoever.

What happens next?

Go back to the table of contents and click on 'How to Book an Interview as an Au Pair / Baby Sitter / Lift Scheme Helper / Tutor'

Follow the process outlined herein, once we have received ALL the paperwork we will contact you for a telephonic interview. Once we have interviewed you, we will set up 3 – 5 interviews for you with out clients.

If you would like a job in an area we do not currently have a job, please still complete the registration process. We can easily find a job for you due to our large data base.

Administration Fee:

We are offering you a service of: supplying you with work, marketing you and giving you access to our data base of clients, thus there is a once off non-refundable R150.00 administration fee. **This fee covers registration for both au pairing and house / pet sitting. PLEASE DO NOT PAY THIS FEE UNTIL YOU HAVE BEEN GRANTED AN INTERVIEW. AS YOU WILL NOT BE REFUNDED IT IF YOU PAY IT AND ARE NOT GRANTED AN INTERVIEW. THIS IS A JOB SEARCH LIKE ANY OTHER AND WE ARE NOT OBLIGATED TO INTERVIEW OR HIRE EVERY CANDIDATE.**

Watch these video's for good interview tips: http://www.facebook.com/AuPairsandHouseSitters4Africa/photos_albums

How to gain Childcare Experience

All families want au pairs who have had previous childcare experience; this of course leads to the dilemma of how to get this initial experience.

There are a number of options open whereby you, as a high school or University student, can get a head start in gaining experience working with children, getting reference letters and building a solid resume.

The following is counted as experience:

1. Babysitting for family and friends
2. Youth movements / Sunday school

3. Volunteer work with children
4. Volunteering / working at a crèche or nursery school
5. Volunteer work at the SPCA

This experience now is vital, not only for building a good CV but for you to assess whether you enjoy working with children and what age groups you feel comfortable with.

How to Volunteer at a crèche / aftercare

Look up childcare centers in your area. Call up a few of the centers to see if they're in need of volunteers on a part-time basis. Explain to the directors what your intentions are and your availability, if they seem interested in having a child care center volunteer. Set up a meeting with at least two of the childcare centers in your area which are looking for volunteers. You want to visit each site to be certain that it is an atmosphere that you are comfortable working in. Call back the childcare center that you are most interested in volunteering your time at. Also, call the other one to let them know that you will not be volunteering. Discuss with the director of child care center that is most compatible with your needs when you're available to start. Have a conversation of what your expectations are of the center, and ask the director what her expectations are of you.

Here are some ideas for volunteer work:

Look for a crèche / daycare in your area. Offer to volunteer one afternoon a week, you will gain good experience and get a reference letter.

If you don't have time during the school term, look for holiday camps that are being run in your area and volunteer then. Speak to your local Church about this.

Volunteer at a local charity working with children e.g. orphanages

Acres of Love: www.acresoflove.org

Princess Alice Adoption Home: www.princessaliceadoptionhome.org

Ma Afrika Tikkun: <http://gifts.maafrikatikkun.org.za/>

Google charities in your area that work with kids to find a place that is easy to get to and fits in with your school schedule

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Feedback from Placed Au Pairs:

Dear Sheli

Thank you for finding me a job as an au pair. I am very happy with the family you placed me with.

The support you provided before the interview was very personal - I felt that you really were so quick to find me a family to interview with, that was what I wanted and it felt as though you were rooting for me!! You actually sent me to a few families allowing me to get interview experience as well as decide which family was right for me.

I received equally good support after the interview, and I felt as though I knew what was going on - you kept me informed constantly which was very important to me. During the time that the parents made me the offer everything was very clear and there never was any uncertainty in the contract signing process.

I love the emails I receive weekly with activities to with the children I look after. They are really fun and cute and help out a lot especially with the little children!! They also save me preparation time; which helps because I am still studying at University.

I find that you are an extremely reliable help when looking for help and guidance and direction when making a decision or looking for more work. I have no need to look anywhere else when looking for au pair work because I know that you will help me out quickly!!!

Rebecca

Hi Sheli

I am enjoying my job with the Humphreys. I asked Sheli to help me find a position with a family, she organised my interview straight away and I was offered the job immediately.

I didn't have experience as an au pair and thought the interview would be very daunting but Sheli actually phoned me on my cell beforehand and chatted to me and told me what to do in order to prepare for the interview. She also sent me documents to read about how to take care of small children and examples of activities and games. Support with activities while I have been au pairing has been excellent - there are regular craft / baking / educational ideas emailed out. My kids love them and they are very age appropriate! I feel very lucky to have found a position with such a great family who treat me very well, and must give a lot of credit to Sheli for being so willing and so quick in finding me the position! In general, this company is very organised and well-run!

I also house sit for the House Sitting Division of this company and find how organised they are to be unbelievable. I am always emailed the information I need in time before each assignment starts. She has thought of any problems that can occur and makes sure the clients have everything in place so things like this cannot happen (e.g. she tells the clients to not only provide the sitters with a remote control to gain entrance to the property but also keys in the event of a power failure. We are required to report in once a day, if Sheli does not hear from us and cannot reach us telephonically she makes sure someone has a spare key so that she can get in to the property in case I am unconscious and unable to speak for myself). I am also provided with a complete list of contacts in case problems do occur (plumbers in case the geyser burst, the vet in case the pet gets sick, emergency contacts etc).

Joanne

How to Book an Interview for an Au Pair / Baby Sitter / Tutor:

1. To receive a list of jobs available:
 - a. send a blank email to au-pair-jobs-jhb-subscribe@yahoogroups.com if you live in Johannesburg
 - b. send a blank email to au-pair-jobs-pta-subscribe@yahoogroups.com if you live in Pretoria
 - c. send a blank email to au-pair-jobs-ctn-subscribe@yahoogroups.com if you live in Cape Town
2. Like www.facebook.com/AuPairsandHouseSitters4Africa & on the 'like' button click on 'get notifications' and 'show news feeds'
3. Watch the videos posted on Facebook and 'like' them and then **'share' them on your own wall (timeline)**. This will allow you to watch them in preparation for your interview.
4. Follow us on twitter: <https://twitter.com/JobsVicello>
5. Watch the ORANGE video posted on Facebook and 'like' it
6. Please turn to page 16 & join the Facebook group relevant to you, this is important to receive interview updates
7. Send a blank email to aupairs-bag-of-tricks-aupairs4africa-subscribe@yahoogroups.com to get free activities to do with the children you look after
8. Click on our Facebook profile and join our Cape Town, Johannesburg group, Pretoria or Stellenbosch group
9. Send an email to jobs-aupairs@vicello.co.za 'Au Pair / Baby sitter / Lift scheme helper / Tutor interview request' in the subject line (please send the following correctly, some people don't know the difference between the instruction **'attach'** and **'type out'**)

In the body of email TYPE OUT ALL of the following:

- a. Indicate your name, cell, tel number, email address, physical address and postal address
- b. Include a paragraph about yourself
- c. The name of the University you attend (if at all)

Attach the following to the email:

- a. Your CV
 - a. Letters of reference for work done (au pair work and ANY other work done)
 - b. Completed Word document: 'Au Pair, Baby Sitter, Lift Scheme Helper or Tutor Requested Info'
 - b. Certificates received for no more than 5 courses and achievements
10. Complete the attached 'Criminal Check indemnity' form by hand and fax together with a copy of your Identity Document to **I-Digital AT 0866 888 711 (indicate the TPN subscriber as Sheli Berger)**.
 11. Fax through your ID, drivers license, proof of University / College registration (letter of enrolment, student card, bill or semester results) to 086 552 3955. If you have trouble getting to a fax use your cell to take a picture and email them.
 12. Please fax proof of your payment of R150 to 086 552 3955. Payable to **Shem Investments, (Nedbank Nelson Mandela Square a/c 1224096290, branch code 122405)**. Please use your first name and surname as a reference when making internet transfers.

Once you have done ALL of the above I will contact you shortly after to arrange a telephonic interview provided you have provided satisfactory references.

Watch these for tips to prepare for your interview: <https://www.facebook.com/AuPairsandHouseSitters4Africa/videos>

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Celebrity Clients:



Joy Summers, Producer Carter Blanche



Michael Coulson, Financial journalist and radio personality



Nadine Gordimer, author, political activist and Nobel laureate



Nick Borrairie, plays Oliver Knight in the MNET soapie Binnelanders



Faf du Plessis Professional Cricketer



JP Duminy Professional Cricketer

Pet / House Sitting:

What Do Pet / House Sitters Earn?

There are 2 types of assignments: stay-ins & visits. Stay-in's pay R120 plus. Visits pay R50 – R100 per visit. It is possible to get 4 in a day! You do the maths! A visit takes 30 minutes (you only need to run in and feed someone's pets)! In December there are lots of visit jobs and you would have one house to live in and do visits at all the houses in your area around you! **Clients are very generous and provide great tips!**

If I work an 8 to 5 job, can I still house sit?

YES!

How does it work?

Once you have passed your interview, Au Pairs & House Sitters 4 Africa, will register you on a data base, as an assignment comes in, it will be emailed to you. This allows you to choose the assignments you want. You do not have to accept an assignment.

What areas can you expect to work in?

Johannesburg – North, South, East, West, Midrand, Roodepoort, Centurion, Pretoria, Cape Town, Stellenbosch and Durban!

Is there only work in December?

No, people travel all year round for business and pleasure and need someone to take care of their homes and pets.

Can I register if I only want to do visits?

Yes!

What's the Benefit in going through a company instead of house sitting on your own?

1. If we hire you, you are guaranteed to get work. We have been operating since 2005 we have over 12 000 families in our database (as at August 2011).
2. We protect you by asking our clients to lock away their valuables so that you cannot be mistakenly accused of 'stealing a laptop' etc.
3. We tell clients to ensure they give a spare key to someone staying near by, if you should fall ill while house sitting we will be able to come and check you are ok. I am glad to say in 6 years this has never happened – but if it does we are prepared!
4. We get extremely comprehensive information from our clients on their instructions sheets to us and bug them to fill in anything they have omitted.
5. Due to our 7 years of experience, we update our procedures every year for any emergency that may occur and thus have a protocol for how to handle any situation you may be in.
6. etc.

Available House Sitting Interview dates:

Interviews are conducted from Monday to fill from 9am – 5pm. The LAST time slot to start interviews is at 3pm.

Please take note of the following dates **when I will not be available** for interviews:

29 August up until 2 September.

from 7th inclusive until 14th of September

3 and 4 October

12 October

17 and 18 October

24 and 25 October

I will do interviews up until the end of November. But I urge you not to come right at the end for a house sitting job for this December. The better jobs get grabbed up first and you will not have the choice of the positions you want if you come in November.

How to gain Pet Care Experience

Contact an animal shelter in your area to do volunteer work at. Here is a list to help you:

SPCA's:

Midrand 011 265 9935

Randfontein 011 412 3114

Randburg 011 462 1610

Roodepoort 011 672 0448

Johannesburg 011 681 3600

Brakpan 011 742 2007

Germiston and Bedfordview 011 825 5033

Benoni 011 894 2814 / 5

Alberton 011 907 1568

Boksburg 011 916 5906 / 7

Krugersdorp 011 953 1135

Edenvale 011 974 9387

Kempton Park 011 975 6537

Sandton 0111 444 7730

Centurion 012 664 5644 / 5

Cape of Good Hope 021 700 4140

Paarl 021 863 2720

Wellington 021 864 3726

Franschoek 021 876 4808

You can also contact the Animal Anti Cruelty League and do volunteer work with them. www.aacl.co.za

What happens next?

Go back to the table of contents and click on 'How to Book an Interview as a Pet / House Sitter in Gauteng / Cape Town / Johannesburg / Stellenbosch'

House Sitter Feedback / Client Gratuity:

Last Christmas, I house sat for a lovely old couple, they brought me back a set of liquor chocolates from their holiday. It was a really nice touch. Kevin	Over Christmas last year I house sat for a couple in Highlands North. They went to Thailand for three weeks. On their return they gave me R300 tip, and a very nice Lacoste's Polo shirt. Jan-Dirk	Last Christmas my client left a present under the tree for me that included bubble baths, potions, Woolies Christmas cookies and a delicious box of chocolates. They also left a present for their dogs! Di
<p>I have had some wonderful clients:</p> <p>Marcel always tips R300, very generous, especially considering that I once house sat for them for just three days. Nadine bought me a cake after I looked after her cat over Christmas</p> <p>The Farrel famliy in Mondeor gave me a R300 Woolies voucher. Barry and Andy gave me a beautiful gold heart necklace. You have WONDERFUL clients! Dani</p>		
One of the clients I house sit for regularly gives me a R200 tip even if the job is only a few days. This is very generous I think. Another client left me a welcome basket filled with all sorts of goodies which was a very nice surprise. The clients are definitely very nice people. Brad	<p>I have had many good experiences with clients of House Sitters 4 Africa.</p> <p>One client always tips me R2000 when I sit for him another gave me a Nescafe machine with R10 000!! Very happy!</p> <p>Natalie</p>	
One of the clients I house sat for recently, left me a monetary gift after every key return, even though the sits were weekly.	I sit for the same client regularly and she always leaves a big slab of chocolate for me when I start housesitting. It's very	
A number of other clients have been really generous with their gifts, especially for the longer sits during the Christmas holiday season.	nice when you do positions for the same client, as you build a	
It's a really nice gesture. Renata	relationship and they trust you and know who you are as an	
individual. Taryn		
<p>My experiences have been fantastic with Retha as I house sit for her often. She always leaves me a beautiful card with a lovely welcome and thank you message. She always leaves me chocolates and often money, saying it's Friday, get some pizza. I always take my own food and will more than often leave food behind. She'll go the extra mile to buy things I previously left as a thank you.</p> <p>Other houses I've looked after the owners always complain if they see I brought my own food, which I do regardless of them insisting on leaving food for me. I always get a thank you card the next time I house sit at other houses. It makes it pleasant as I know they appreciate me looking after their homes and it then feels like a home away from my own. Elzanne</p>		
<p>Robert & Alwyn in Emmarentia on one occasion bought back a bottle of perfume for me then another time a lovely necklace both from the Seychells. Sara & Thinus in Hyde Park upon their return from France gave me a lovely box of chocolates, a mug and lovely picture of Paris. Another client once tipped me R200. One client from Parkhurst once gave me Clarins hand cream for a Christmas pressie and to say thank you for looking after her cat. Julie in Parkhurst when I used to house sit for her always left me a bottle of wine, rest assured I drank the bottle when back in the comfort of my own home. Thanx. Cara</p>		

House / Pet Sitting Client Feedback:

Dear Sheli, Deirdre was entirely satisfactory in all her duties. Sincerely Nadine Gordimer	I am very happy with the service and level of professionalism. Thank you. Pam	I was very happy with Andrea. Would be happy to use her again. Nimrod
Dear Sheli, Rees was great. A gentleman, very conscientious, caring with the animals and property. We'd love to have him again. Many thanks. Greg and Brenda		I know that I am leaving my pets and home in very good and capable hands. Byron is absolutely fantastic!!!! Many thanks once again. Stefanie
Hi Sheli, Everything was great as usual with Sally. Thanks Alison	Very happy with service from Sally - will continue to use in future. Margie	Again a fantastic service and Andrea is a wonderful house sitter, many, many, many thanks. Pete
Hi Sheli. Cara was fantastic. Our dog would not eat for a while and she went out of her way to find food he liked and he looked very happy and even appeared to have gained weight by the time we returned. Cara even laughed off the fact that he ate her shoes. When we came back the bed sheets were changed and towels washed; there were even fresh flowers in the sitting room. All round the care Cara gave our animals and the service from your company was excellent. Best wishes. Julie		
Thank you – Lauren did a great job once again!!! I would certainly recommend her to any prospective clients with the greatest of pleasure. Kind regards, Lauren	It was a pleasure to be able to go on holiday and know that my puppies were going to be well looked after. Nicole was an absolute star. The house was perfect when I got back. Thank you so much and I am sure that I will be speaking to you in the future. Kathy	
Hi Sheli. Yes to all. Again, we are very happy with your service and do not hesitate to recommend you and use you in the future again. Thank you. Ivor		
Dear Sheli. As always, a fabulous service from you and your team. Sally was great – the dogs immediately liked her when she arrived (always my acid test!). Everything was even cleaner when we got back than when we left! Thanks for your excellent service – it is always a pleasure to deal with anyone from House Sitters 4 Africa. Regards Donja		
Hi Sheli. Thank you for your impeccable service - we didn't even phone in to check that everything was fine, because your questionnaire convinced us your company would have a handle on everything. Dominique was great and we would potentially like to use her services again. Lee	Hi Sheli, I cannot find ANY fault with Kerryn, quite the opposite, she is everything I would want in a house sitter; the home has been left immaculate, the sheets and towels were washed and neatly folded up on the bed. I can't praise her enough and know that we can now go away and quite happily leave our home and pets. The animals were all home when we got back, including Felix (which is rare). She has been fantastic, and I will highly recommend her and House Sitters 4 Africa to anyone. Samantha	

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How to Book an Interview for a Pet / House Sitter in Cape Town:

1. Send a blank email to interviews-capetown-subscribe@yahoogroups.co.uk & cc jobs-skype@vicello.co.za
2. Email work-references@vicello.co.za with subject line: 'Work References' with the following in the body of the email: I have worked as a for (**name of employer**), their cell number is and their email address is If you do not know their email addresses please call them to ask them. Repeat this step for **all previous jobs held (whether house sitting or not)**. Email addresses can change, call them to check the addresses are still working.
3. **Like** www.facebook.com/AuPairsandHouseSitters4Africa & **share** our page on your wall.
4. Invite 5 of the most responsible people you know to like our Facebook page indicated above.
5. **Go to** <https://www.facebook.com/AuPairsandHouseSitters4Africa/videos> and **like** and **share** each of the video's here on your own wall and watch them **before** your interview. This is crucial preparation for your interview.
6. Please turn to page 16 & join the Facebook group relevant to you, this is important to receive interview updates
7. From our website www.housesitters4africa.co.za: type out the name of the cricket celebrity we house sit for:
8. Sms or whatsapp 079 612 5961 your first name, surname, email address and 'house sitter interview request'
9. Send an email to jobs-housesitters-skype@aupairsandhousesitters4africa.co.za 'House Sitter Interview Request Cape Town and the date of the interview' you want to come on in the subject line (**please do not copy paste sections from your CV when you type out this next section. If you do so you will not get an interview**).

In the body of email TYPE OUT ALL of the following:

- a. Indicate your name, cell, tel number, email address, physical address, postal address and ID number
- b. Please indicate the date you will be coming to interview.
- c. Include a paragraph about yourself to include why you would make a good pet sitter. Your paragraph must be at least 10 sentences. Anything less will not be considered. Use this as an opportunity to make your application stand out from the rest.
- d. The name of the University you attend (if at all)
- e. List your Grade 12 (Symbols are fine, do not need exact Grade) and University Academic results
- f. Leadership positions held, awards received
- g. If you intend to house sit the whole year or just this December; indicate what dates you will be away In December

Please print out this email above to bring a copy to your interview.

Attach the following to the email:

- h. Your CV (**CV MUST CONTAIN EMAIL ADDRESSES FOR PREVIOUS EMPLOYERS for all jobs held**)
 - i. Letters of reference for work done (house sitting work and ANY other work done)
 - j. Certificates received for no more than 5 courses and achievements
 - k. Parental Consent, ID, drivers license, 'Criminal Check indemnity', proof of University / College registration (letter of enrolment, student card, bill or semester results).
 - l. **If you do not have a scanner use your cell to take a picture and email them from your cell.**
10. If you are 26 or under the age of 26 please complete the 'Parental consent' form
 11. **Once you have done points 1 – 8 you will receive an email with 'Your House Sitting Application Has Been Received' in the subject line. If you don't get this, I suggest you start again.**
 12. Please email proof of your payment of R150 **only once you have received an email with your specific interview time and date as you will not get a refund if your application is unsuccessful.** Payable to **Au Pairs and House Sitters for Africa Pty Ltd, (Nedbank Benmore Gardens a/c 1224096290, branch code 197305)**. Please use your first name and surname as a reference
 13. **Please print, staple together and bring hard copies of ALL of the above as well as this page to your interview for me to keep! Bring a GPS or map book to the interview (points 7 – 10).**

How to Book an Interview for a Pet / House Sitter in Durban:

1. Send a blank email to interviews-durban-subscribe@yahoogroups.com & cc jobs-skype@vicello.co.za
2. Email work-references@vicello.co.za with subject line: 'Work References' with the following in the body of the email: I have worked as a for **(name of employer)**, their cell number is and their email address is If you do not know their email addresses please call them to ask them. Repeat this step for **all previous jobs held (whether house sitting or not)**. Email addresses can change; call them to check the addresses are still working.
3. **Like** www.facebook.com/AuPairsandHouseSitters4Africa & **share** our page on your wall.
4. Invite 5 of the most responsible people you know to like our Facebook page indicated above.
5. **Go to <https://www.facebook.com/AuPairsandHouseSitters4Africa/videos> and like and share each of the video's here on your own wall and watch them before your interview. This is crucial preparation for your interview.**
6. Please turn to page 16 & join the Facebook group relevant to you, this is important to receive interview updates
7. From our website www.housesitters4africa.co.za: type out the name of the cricket celebrity we house sit for:
8. Sms or whatsapp 079 612 5961 your first name, surname, email address and 'house sitter interview request'
9. Send an email to jobs-housesitters-skype@aupairsandhousesitters4africa.co.za 'House Sitter Interview Request and the date of the interview' you want to come on in the subject line **(please do not copy paste sections from your CV when you type out this next section. If you do so you will not get an interview).**

In the body of email TYPE OUT ALL of the following:

- a. Indicate your name, cell, tel number, email address, physical address, postal address and ID number
- b. Please indicate the date you will be coming to interview.
- c. Include a paragraph about yourself to include why you would make a good pet sitter. Your paragraph must be at least 10 sentences. Anything less will not be considered. Use this as an opportunity to make your application stand out from the rest.
- d. The name of the University you attend (if at all)
- e. Grade 12 (Symbols are fine, do not need exact Grade) and University Academic results
- f. Leadership positions held, awards received
- g. If you intend to house sit the whole year or just this December; indicate what dates you will be away In December

Attach the following to the email:

- h. Your CV (**CV MUST CONTAIN EMAIL ADDRESSES FOR PREVIOUS EMPLOYERS for all jobs held**)
 - i. Letters of reference for work done (house sitting work and ANY other work done)
 - j. Certificates received for no more than 5 courses and achievements
 - k. Parental Consent, ID, drivers license, 'Criminal Check indemnity', proof of University / College registration (letter of enrolment, student card, bill or semester results).
 - l. **If you do not have a scanner use your cell to take a picture and email them from your cell.**
10. The 'Parental consent form' must be completed if you are 26 years of age or less
 11. **Once you have done points 1 – 8 you will receive an email with "Your House Sitting Application Has Been Received" in the subject line. If you don't get this, I suggest you start again.**
 12. Please email proof of your payment of R150 **only once you have received an email with your specific interview time and date as you will not get a refund if your application is unsuccessful.** Payable to **Au Pairs and House Sitters for Africa Pty Ltd, (Nedbank Benmore Gardens a/c 1224096290, branch code 197305)**. Please use your first name and surname as a reference
 13. **Please print, staple together and bring hard copies of ALL of the above as well as this page to your interview for me to keep! Bring a GPS or map book to the interview (points 7 – 10).**

How to Book an Interview for a Pet / House Sitter in Johannesburg and Pretoria:

1. Send a blank email to interviews-jhb-subscribe@yahoogroups.com & cc jobs@vicello.co.za
2. Email work-references@vicello.co.za with subject line: 'Work References' with the following in the body of the email: I have worked as a for **(name of employer)**, their cell number is and their email address is If you do not know their email addresses please call them to ask them. Repeat this step for **all previous jobs held (whether house sitting or not)**. Email addresses can change, call them to check the addresses are still working.
3. **Like** www.facebook.com/AuPairsandHouseSitters4Africa & **share** our page on your wall.
4. Invite 5 of the most responsible people you know to like our Facebook page indicated above.
5. **Go to** <https://www.facebook.com/AuPairsandHouseSitters4Africa/videos> and **like** and **share** each of the video's here on **your own wall and watch them before your interview. This is crucial preparation for your interview.**
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7. From our website www.housesitters4africa.co.za: type out the name of the cricket celebrity we house sit for:
8. Sms or whatsapp 079 612 5961 your first name, surname, email address and 'house sitter interview request'
9. Send an email to jobs-housesitters-jhb@aupairsandhousesitters4africa.co.za 'House Sitter Interview Request Johannesburg and the date of the interview' you want to come on in the subject line **(please do not copy paste sections from your CV when you type out this next section. If you do so you will not get an interview).**

Please print out this email above to bring a copy to your interview.

In the body of email TYPE OUT ALL of the following:

- a. Indicate your name, cell, tel number, email address, physical address, postal address and ID number
- b. Please indicate the date you will be coming to interview
- c. Include a paragraph about yourself to include why you would make a good pet sitter. Your paragraph must be at least 10 sentences. Anything less will not be considered. Use this as an opportunity to make your application stand out from the rest.
- d. The name of the University you attend (if at all)
- e. Grade 12 (Symbols are fine, do not need exact Grade) and University Academic results
- f. Leadership positions held, awards received
- g. If you intend to house sit the whole year or just this December; indicate what dates you will be away In December

Attach the following to the email:

- h. Your CV **(CV MUST CONTAIN EMAIL ADDRESSES FOR PREVIOUS EMPLOYERS for all jobs held)**
 - i. Letters of reference for work done (house sitting work and ANY other work done)
 - j. Certificates received for no more than 5 courses and achievements
 - k. Parental Consent, ID, drivers license, Criminal Check indemnity', proof of University / College registration (letter of enrolment, student card, bill or semester results).
 - l. **If you do not have a scanner use your cell to take a picture and email them from your cell.**
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 12. Please email proof of your payment of R150 **only once you have received an email with your specific interview time and date as you will not get a refund if your application is unsuccessful.** Payable to **Au Pairs and House Sitters for Africa Pty Ltd, (Nedbank Benmore Gardens a/c 1224096290, branch code 197305)**. Please use your first name and surname as a reference
 13. **Please print, staple together and bring hard copies of ALL of the above as well as this page to your interview for me to keep! Bring a GPS or map book to the interview (points 7 – 10).**

How to Book an Interview for a Pet / House Sitter in Stellenbosch:

1. Send a blank email to interviews-stellenbosch-subscribe@yahoogroups.com & cc jobs-skype@vicello.co.za
2. Email work-references@vicello.co.za with subject line: 'Work References' with the following in the body of the email: I have worked as a for (**name of employer**), their cell number is and their email address is If you do not know their email addresses please call them to ask them. Repeat this step for **all previous jobs held (whether house sitting or not)**. Email addresses can change, call them to check the addresses are still working.
3. **Like** us at: www.facebook.com/AuPairsandHouseSitters4Africa & **share** our page on your wall.
4. Invite 5 of the most responsible people you know to like our Facebook page indicated above.
5. **Go to <https://www.facebook.com/AuPairsandHouseSitters4Africa/videos> and like and share each of the video's here on your own wall and watch them before your interview. This is crucial preparation for your interview.**
6. Please turn to page 16 & join the Facebook group relevant to you, this is important to receive interview updates
7. From our website www.housesitters4africa.co.za: type out the name of the cricket celebrity we house sit for:
8. Sms or whatsapp 079 612 5961 your first name, surname, email address and 'house sitter interview request'
9. Send an email to jobs-housesitters-skype@aupairsandhousesitters4africa.co.za 'House Sitter Interview Request Stellenbosch and the date' of the interview' you want to come on in the subject line (**please do not copy paste sections from your CV when you type out this next section. If you do so you will not get an interview**).

In the body of email TYPE OUT ALL of the following:

- a. Indicate your name, cell, tel number, email address, physical address, postal address and ID number
- b. Please indicate the date you will be coming to interview.
- c. Include a paragraph about yourself to include why you would make a good pet sitter. Your paragraph must be at least 10 sentences. Anything less will not be considered. Use this as an opportunity to make your application stand out from the rest.
- d. The name of the University you attend (if at all)
- e. Grade 12 (Symbols are fine, do not need exact Grade) and University Academic results
- f. Leadership positions held, awards received
- g. If you intend to house sit the whole year or just this December; indicate what dates you will be away In December

Please print out this email above to bring a copy to your interview.

Attach the following to the email:

- h. Your CV (**CV MUST CONTAIN EMAIL ADDRESSES FOR PREVIOUS EMPLOYERS for all jobs held**)
- i. Letters of reference for work done (house sitting work and ANY other work done)
- j. Certificates received for no more than 5 courses and achievements
- k. Parental Consent, ID, drivers license, Criminal Check indemnity', proof of University / College registration (letter of enrolment, student card, bill or semester results).

l. If you do not have a scanner for all of the above use your cell to take a picture and email them from your cell.

10. The 'Parental consent form' must be completed if you are 26 years of age or less.
11. **Once you have done points 1 – 8 you will receive an email with 'Your House Sitting Application Has Been Received' in the subject line. If you don't get this, I suggest you start again**
12. Please email proof of your payment of R150 **only once you have received an email with your specific interview time and date as you will not get a refund if your application is unsuccessful.** Payable to **Au Pairs and House Sitters for Africa Pty Ltd, (Nedbank Benmore Gardens a/c 1224096290, branch code 197305)**. Please use your first name and surname as a reference
13. **Please print, staple together and bring hard copies of ALL of the above as well as this page to your interview for me to keep! Bring a GPS or map book to the interview (points 7 – 10).**

Facebook Groups

Please join the Facebook groups appropriate to your situation, sometimes I need to send you an important message about upcoming interviews. You may join as many as you like.

1. If you live in Cape Town join www.facebook.com/groups/jobscapetown/
2. If you live in Durban join www.facebook.com/groups/jobs.durban/
3. If you live in Johannesburg join www.facebook.com/groups/jobs.jhb/
4. If you live in Pretoria join www.facebook.com/groups/jobs.pretoria/
5. If you live in Stellenbosch join www.facebook.com/groups/jobs.stellenbosch/
6. If you attend the University of Johannesburg join www.facebook.com/groups/jobs.UJ/
7. If you attend Onderstepoort join www.facebook.com/groups/onderstepoort.pet.sitters/
8. **Change your Fortune with a Cookie** www.facebook.com/groups/change.your.fortune.with.a.cookie/

It is very beneficial for you to like www.facebook.com/AuPairsandHouseSitters4Africa since I post interview tips and jobs listings on this site. When you click on the 'like' button also click on 'get notifications' and 'show news feeds'

Interview Venue in Johannesburg:

1. Ground Floor, Block F, Rochestor Place (office Park), 173 Rivonia road (nearest main intersection Grayston and Rivonia, opposite the Cell C Building, before Hill road)
2. Take the Gautrain and get off at the Sandton Station
3. Take the Gautrain Bus Route Rivonia S3
4. Get off 5 minutes later at stop number 3 called 'Sinosteel' on Rivonia Road (you must press the bell before your stop – ask the bus driver)
5. It drops you next to the Harley Davidson building (walk in the same direction the bus travelled).
6. Enter into Rochester House which will be 5 steps away right next to the Harley Davidson building.
7. Turn left into Rochestor Place (office park) –
8. Keep left and walk / drive to Block F
9. Once in Block F keep right, my office is on the **ground floor** at the end of the corridor, **the last door on the right**. Please do not be confused by office names (signs), just follow my directions and it will lead you to my door.
10. It only takes 32 minutes from Hatfield Station in Pretoria to Sandton and parking costs R15 for the day to leave your car at your departing station. More Gautrain details on www.gautrain.co.za
11. If you get lost call 011 883 2000 - please do not call me on my cell as I will be in an interview and unable to assist.
12. **Please send me an sms or Whatsapp when you arrive.**

Interview venue in Cape Town (only when I come to Cape Town):

Villa 1 Egremont, Kei Apple Grove, Sea Point. (opposite the Point shopping Centre (Checkers).

<https://www.google.co.za/maps/place/Kei+Apple+Grove,+Sea+Point,+Cape+Town,+8060/@33.9215419,18.3831552,17z/data=!3m1!4b1!4m2!3m1!1s0x1dcc67202b45b455:0xc64c588b823e12eb?hl=en>

I will email out a list of interview times to all applicants. You must ensure you follow the instructions in this document to receive your interview time. Interviews on Skype are also available.

Interview venue in Stellenbosch (only when I come to Stellenbosch):

The Stellenbosch Hotel: 33 Church Street, Stellenbosch 7600, South Africa, 021 883 8207

Email: info@coopmanhuijs.co.za gm@coopmanhuijs.co.za www.coopmanhuijs.co.za

Latitude: -33.93809 Longitude: 18.86175

Interviews in Stellenbosch happen once a year.

I will email out a list of interview times to all applicants. You must ensure you follow the instructions in this document to receive your interview time. Interviews on Skype are also available.

PLEASE BRING THIS PAGE WITH YOU TO THE INTERVIEW AND KINDLY REFER TO IT IF YOU ARE LOST

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CRIMINAL INDEMNITY BY APPLICANT

I, _____ (Full name, surname)

ID no: _____

Address : _____

Has approached the following TPN Subscriber ____ Sheli Berger _____

I hereby authorize the above TPN / TPN's duly authorized agent, namely I-Digital, to make my name, surname and identity number and or fingerprints available to the South African Police Services.

I furthermore authorize i-Digital to conduct a criminal name clearance with the South African Police Services and to furnish said personal information regarding my criminal background, criminal history, previous convictions and / or any other relevant information such as is usually furnished by the Criminal Record Centre of the South African Police Service, to TPN / TPN's duly authorized agent.

I furthermore unconditionally indemnify the South African Police Service and all its members, employees as well as the Government of the Republic of South Africa against any liability which results or may result from furnishing information in this regard.

Signed at _____ (place)

this _____ day of _____ (month) _____ (year)

WITNESSES:

1. _____

2. _____

Signature of the applicant

Signature of parent or guardian (if the applicant is a minor)

PLEASE COMPLETE AND FAX TO I-Digital AT 0866 888 711

House Sitter Parental Consent:

I (name of parent) am aware that my son / daughter(name) is coming to interview for a job as a house sitter with House Sitters 4 Africa.

I give permission for(name) to house sit.

I understand that work is emailed out to all the house sitters and may be chosen by members of the mailing list voluntarily. Once a position is chosen the member is bound to the assignment and may not renege (go back on his / her obligation) for any reason except the death of an immediate family member (parent or sibling). There is no obligation for the member to take on an assignment on a monthly basis. They may choose assignments whenever and in whichever area they choose.

I also take every precaution to ensure the sitters are safe e.g. I request the client to give a spare set of keys to an emergency contact. If the sitter should fall ill we can get into the home to provide care for the sitter. Etc..

As parent or legal guardian please send an email to parental-consent@vicello.co.za to confirm you have given permission for your child to house sit.

It is very important that your child be mature and responsible. If you do not feel like your child is responsible to care for another person’s home and pets, please send an email to inform me of this. This is not an opportunity to teach your child responsibility. If your child is not up to the task you will be sabotaging him or her.

Name of parent

Identity number of parent

Parent email address:

Signature of parent.....

Name of applicant.....

Identity number of applicant.....

Signature of applicant.....

Date.....

This must be completed if you are 26 years of age or less. Please take a picture of this with your cell (or use a scanner), attach it to your application email and bring a hard copy to the interview.

About Sheli Berger

Sheli Berger, the founder of Au Pairs & House Sitters for Africa completed a Bachelor of Science in Physiology at the University of Cape Town in . She then went on to complete a Post Graduate Diploma in Business Administration at Wits Business School.

During her career she has worked on projects which have made a difference both personally and socio-economically.

While working as a project manager in the arena of Corporate Social Investment, her project was given recognition on SABC 2, Kaelo the Miracle Stories. The series focused on South Africa's Corporates who made a difference to thousands of lives around the country.

Her experience gained as a management consultant has played a strong role in the development of the organization Au Pairs & House Sitters for Africa which she started in 2006.

She brings her knowledge of business and experience in the corporate sector in the pursuit of excellence in all she does.

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