

Aunt Ann's Agency

SAN FRANCISCO • SAN JOSE • PALO ALTO

FOREIGN DOMESTIC DEPARTMENT

316 TOWN & COUNTRY VILLAGE • PALO ALTO • CALIFORNIA 94301 • TELEPHONE 327-6400



A DOMESTIC - MEDICAL PLACEMENT AGENCY
AND NURSES REGISTRY
WITH OVER 50,000 PLACEMENTS
SINCE 1958

Dear Applicant;

Thank you for your inquiry regarding employment in the U. S. A.

In this brochure we will answer the most frequently asked questions regarding employment in California. If you have any other questions, please write as we will be happy to answer them.



ANN M. COLLINS

Yours sincerely,

Ann M. Collins *Mariellen Collins Hughes*

Ann M. Collins
Principal

Mariellen Collins Hughes
Manager, Overseas Dept.

IS YOUR AGENCY TRUSTWORTHY?

Yes! Our agency is very proud of its good reputation for honest, reliable, courteous service before and after placement. We are licensed by the State of California Labor Commissioner and are a member of the National Employment Association.

We specialize in residential placement. As the largest domestic employment agency in the Western United States, we are certain we can offer you the best possible job from one of our many fine clients.

IS MY PROSPECTIVE EMPLOYER TRUSTWORTHY?

Yes! All employers are interviewed. We explain their obligations and responsibilities to the employee. We also require them to fill out in full detail a complete job description, furnish references from their banker or lawyer as to their financial and moral status. We do this not only to satisfy us, but also, the American Embassy in your country.

DOES AUNT ANN'S CHARGE AN AGENCY FEE?

NO! Not to the applicant -- when you apply directly to us.

YES! When you apply through an affiliated agency or our agent in your country.

WHAT ARE THE QUALIFICATIONS FOR ELIGIBILITY?

1. You must be eligible for or in possession of a passport. Usually birth and police certificates are required to obtain a passport.
2. You must be in good health, capable of passing the U.S.A. Medical examination required for an immigrant visa.
3. You must speak and understand basic English.
4. You must have good home experience with household duties and child care. Professional experience is not necessary, but if you have professional experience and good references, you may obtain a higher wage.
5. You must be willing to sign and fulfill a one year contract.

6. You must be available within 3 months and preferably able to travel within 4 to 6 weeks of your acceptance of a job offer.

7. You must be between the ages of 18 and 60 and can obtain written permission from your parents if under 21.

8. You must have a minimum of two references.

WHAT POSITIONS AND SALARIES ARE AVAILABLE?

	Age	Monthly Wage	Year-End Bonus
Mother's Helpers	18-39	\$150.00	\$300.00
Housekeepers	25-59	\$170.00	\$300.00
Housekeeper/Cooks	25-59	\$170.00	\$300.00
Practical Nurse/Hskprs	25-59	\$170.00	\$300.00
Couples	21-55	\$400.00	\$600.00

These salaries are the equivalent of \$175.00 to \$195.00 per month per person including the bonus. For professional domestics with good references, higher salaries may be obtained.

HOW WILL I TRAVEL?

By regular scheduled airlines. We have special arrangements with Pan American Airways. This insures that you receive the very best of service in arranging your ticket reservations, your flight, and your meeting with your employer upon arrival.

HOW ARE TRAVEL COSTS PAID?

Usually by you using a "Fly Now, Pay Later" plan, whereby you repay the airline directly in monthly payments after your arrival.

Occasionally, an employer will advance your TRAVEL costs and you repay the employer in monthly installments.

WHAT HEALTH INSURANCE PLANS ARE AVAILABLE?

Only private health insurance policies are available. We strongly recommend that you take advantage of one of the many plans. The cost varies depending upon the amount of protection desired. Aunt Ann's will recommend a reliable company which offers maximum benefits at the lowest cost.

WHAT ARE THE EMPLOYMENT CONDITIONS?

Aunt Ann's Employer's Order Form will give you full details. However, the General Information section of this brochure will be helpful in answering your questions about working in America.

HOW DO I APPLY?

1. Fill out the enclosed application in **English** and in **Detail**. Read the Eligibility Qualifications carefully, and if the application form does not cover your situation or provide adequate space, attach a note of explanation.

2. Obtain copies of your **References**. One, at least, should be from a Child Care-Household position, if you have held such a job. Baby-sitting references from neighbors and relatives are acceptable for Mother's Helpers positions. Former Employers are the best type of reference; however, character references from clergymen or public officials are reassuring to the prospective employer and well worth the effort to obtain them, if you can. While two references are acceptable, four are better.

3. Obtain a passport photograph. Please remember that a natural pleasant look without any extreme make-up or hairstyle will make the best impression on prospective employers.

4. **Mail** to our Palo Alto Office --

AUNT ANN'S AGENCY

316 Town & Country Village

Palo Alto, California 94301

U. S. A.

- a) one photograph with your application
- b) copies of letters of reference
- c) the enclosed U.S. Department of Labor form filled out in detail.

5. Contact the American Consulate as soon as possible for a list showing the documents they will require in order to issue you a visa. Some documents on the list will be furnished by your future employer. Others on the list should be obtained by you immediately to prevent delays later. Examples are: Passport, Birth Certificate, Photographs. If you have worked in another country, you need a police certificate from there (except England). The American Consulate may require a preliminary form. If they do, fill out and return it as soon as possible.

The family selecting your application will usually want you as quickly as possible. Delays often give the impression that you are not truly interested. We inform the family that certain delays are unavoidable; however, it would be wise to do things as quickly as possible after you submit your application. If you know that you cannot travel before a certain date, be sure to mention it.

WHAT IS THE PROCEDURE WHEN I RECEIVE A JOB OFFER?

1. A **prompt** reply is expected **within 3 days** at most. The prospective employer studied many girls' applications for their job before choosing you, and they are naturally, anxious to hear your decision. Please study carefully the detailed description of your duties, working hours, etc. and make your decision promptly. If exceptional circumstances delay your decision, please write that you are interested, why you must delay and how long it will be before you can make your decision.

2. Usually, you will receive a letter from your prospective employer. It usually arrives after you have accepted their job offer and will tell you more about themselves and the city they live in.

3. We advise you to correspond with your employers as this will give you and your employers a clearer picture of each other. In writing to the employers, tell them about yourself and family, what housework and child care you have done at home or for friends, as well as for employers, if any. Don't be afraid to repeat in different words some of the information you gave on your application. Ask any questions you may have thought of that were not answered on the employers papers sent to you.

4. Please inform us when a date has been set for a visa appointment with the U.S. Consul. We will then inform your employer and the airline of this date. The airlines representative will contact you, schedule your departure and issue the ticket for your flight. You have to notify the airline representative of any changes in your travel plan in order that he can get in touch with us and we in turn will notify your employer of a different arrival time.

Your employer has paid us a substantial agency fee to obtain your services and given you the opportunity to travel abroad. This family has invited you to share their home on a "sight unseen" basis. They want to like you and to be liked by you. "Sunny California" informal homes make any other relationship difficult. You will not disappoint them and you will be happier in your job if you show a willingness to work, adapt to somewhat different customs and keep your pleasant disposition (even when the children are naughty.)

Keep in mind that our agency is here to serve you. If you have any questions, problems or just wish to say "hello", please call upon us!

TRAVEL AND WORK

IN THE



Aunt Ann's Agency

SAN FRANCISCO • SAN JOSE • PALO ALTO



The San Francisco Bay Area

OUR THREE OFFICES HAVE MANY
EMPLOYMENT OFFERS FROM AMERICAN FAMILIES.
WE INVITE YOUR APPLICATION.

Overseas Residential Placement Department
316 TOWN & COUNTRY VILLAGE
PALO ALTO, CALIFORNIA 94301
U.S.A.

About Mother's Helpers/Housekeepers Jobs In U. S. A.

Let's say that Mary lives in England, Sweden or Singapore and is thinking seriously of taking a Mother's Helper job in the U.S.A.

Mary has two girl friends who are working in the San Francisco Bay Area of California as Mother's Helpers. They each write her a letter, but they each have a different impression about what the job is like.

Her friend, June, writes: "Taking this job is the smartest thing I have ever done. I work fairly long hours but much of the time I am playing with the children. The house is so new and modern that the work is easy. I have new clothes, new friends and even some money in the bank. The weather is sunny and warm with very little rain. There is ever so much to see and do - I am thinking of staying another year at least, and if I do, I may take an office job when my year's contract is up at twice the pay I am earning now. Why don't you join me? There are many nice families with darling children here who need help."



MILK SHAKE BREAK
A REWARD FOR GOOD BEHAVIOR.



GIRLS FROM MANY COUNTRIES
GETTING ACQUAINTED AT A PARTY
AT MRS. HUGHES' HOME IN PALO ALTO.

SAN FRANCISCO OR LOS ANGELES ON THE WEST COAST???

We believe San Francisco is better as it is one of the great cities of the world with its entertainment and cultural activities all in close proximity. It is an exciting city to work in or near. Los Angeles, spread out over 400 square miles, is nice to visit about once a year. It takes one hour and \$13.50 one way by airplane. It is 400 miles south of San Francisco and we do not make placements there.

San Francisco Bay Area encompasses many cities with a population of 23,000 or over. Most of these cities are within fifteen minutes to one hour of San Francisco by bus or train. Many of Aunt Ann's positions are in homes in or near these cities. Many homes are a mile or two from public transportation. Aunt Ann's Agency Employer's Order always states the distance to public transportation, churches and recreation. The employer agrees in writing, to furnish transportation to the bus stop on days off and for church on Sunday. The Employer's Order is always sent to the girl so she may study it and decide if she wishes to take this particular job.

Order tells you what the working job hours are, and when you will have rest periods and days off. You will usually have one and one-half days per week; two hours rest period each afternoon; your own room, and board (all meals). The Employer's Order also states what duties are expected of you. Most girls do not consider it hard work to help a mother with housework, but some forget that automatic dish and clothes washers have to be loaded and unloaded, and they are disappointed when they find there is more work to do than just push buttons.

California is noted for its recreational facilities, many of which are free. Aunt Ann's Agency can tell you where other girls from your country are employed and about church and social clubs. Aunt Ann's will be glad to give you the names of families who have immigrated from your country and have volunteered to make you welcome if you would like to call them.

Aunt Ann's usually can obtain jobs for your friends or relations with employers close enough for you to visit on your days off.



RANCH STYLE HOME
IN A SAN FRANCISCO SUBURB.

Upon completion of your year's contract, you may return home or stay and become a U.S. citizen after five years. Some girls ask why they must sign a year's contract. They are afraid they will not like the employer or the employer will not like them. The agreement to stay for a year is necessary because the employers must promise the United States government to employ you, they pay Aunt Ann's Agency a fee to arrange your employment. Naturally, they would not do this if you in turn did not promise to stay and work for a year. Local live-in salaries for experienced help with good references are higher than the salaries of sponsored applicants from other countries. After fulfilling your year's contract, you

HOW DO I APPLY?

Call our telephone number in England

MRS. HUGHES CHATS WITH A NEW ARRIVAL FROM SCOTLAND.



Mariellen Collins Hughes
 AUNT ANN'S AGENCY,
 Manager, Overseas Department.

In the rare event that a girl and her employer cannot work and live together after a fair trial, Aunt Ann's Agency can place the girl in another home. This is done after a personal interview between the girl and the new employer. Satisfactory arrangements agreeable to the first employer have to be made for the repayment of any travel costs which may have been advanced to the girl.

We hope this answers most of your questions. We are sure that you can have a rewarding experience by accepting a job through us, if you are like our example June. If you are more like Alice, you will be happier staying home.

It is your decision. If you decide to come, we will do our best to welcome you.

Sincerely yours,
 AUNT ANN'S AGENCY,

WHAT IS THE PROCEDURE WHEN I RECEIVE A JOB OFFER?

The cost of living is higher in the United States. A Mother's Helper salary is not large. However, with board and room furnished, you have more spending money than many American girls, particularly those who live away from home. They may earn up to twice as much in office positions but, apartment rent, food, and other expenses you do not have "living in", take most of their wages. However, they dress well, and they succeed in maintaining their interests and hobbies. They also take vacation trips, flying now and paying later. Naturally, the paying later puts a strain on their budgets. Usually, you too will be flying now and paying later, but you will have your year-end bonus of \$300 which is an excellent enforced savings plan.

The working hours vary, but they are usually long, particularly if you do not count the usual afternoon rest period. Aunt Ann's Agency Employer's

A girl, such as June, on her nights off may be allowed the use of one of her employer's cars, or she may be picked up by a friend with a car whom she may have met at a social or church group. She may make the effort to meet other Mother's Helpers in the neighborhood, then arrange to have the same nights off so they may share a taxicab to town or to the bus stop.

SURFING IN SANTA CRUZ IS FUN!
 San Franciscans can surf, water or snow ski,
 swim, sail, fish or hunt within a
 5-minute to 2-hour drive from home.
 (to watch at least)



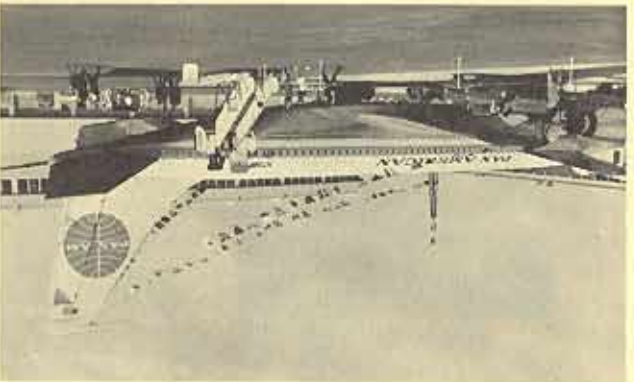
TRAVEL AND WORK

PAN AM JET - World's most experienced airline
 ARRIVES IN SAN FRANCISCO
 AUNT ANN'S PASSENGERS RECEIVE V.I.P. SERVICE.

WHERE TO WORK?
 EAST COAST WEST COAST

The East Coast - (New York, Boston, Philadelphia) offers you lower travel costs and, in some cases slightly higher wages. The climate is similar to Europe with cold winters and hot summer days.

The West Coast - (California) has the best climate - it is said - in the world. People are friendly; most live informally in modern new homes.



Should Mary believe June or Alice?

The answer depends on Mary. If she likes children, is not afraid of work, and is willing to adapt herself to different customs, her friend June is right.

If she does not like children, housework, or adapting to new situations, her friend Alice's story would be more believable.

may's friend Alice, writes: "I am so homesick, I could cry all the time. The children are spoiled. I have to work all day long. The salary sounds good until you find that everything costs twice as much as at home. People here are not friendly and the social clubs meet on nights I have to stay home and babysit. Besides, I am two miles from the bus. Although my employer drives me to the bus on my nights off, she never volunteers to do this on my nights off - and I certainly will not ask her to drive me! Mary, take my advice and stay home."