

Educator Application Form

It is an offence under the NSW Child Protection (prohibited employment) Act 1998 for a person convicted of a serious offence to apply for this position.

Personal Information

Name		Surname	
Street Address			
Suburb		Post Code	
Postal Address (if different to street address)			
Suburb		Postcode	
Phone No.		Mobile	
Email			
Date of Birth			
Languages			
Culture			
Emergency Contact	Name:		
	Number:		
Working with Children Check Number (refer to www.kids.nsw.gov.au)			

Household members including children/boarders/renters.

All residents who reside at the residence who are over 18 must have a WWCC number before operating a family day care.

Name	Date of Birth	Relationship	If over 18 years a WWCC	If under 18 years is child in school/preschool/long daycare

Personal Health

Do you have any health problems, or take any medication which could be detrimental to your ability to care for children?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If yes please give details.	

Please note: If your application is successful a medical certificate confirming your ability to care for children will be required to finalise your registration.

Qualifications and Experience

Brief summary of your work history including any relevant qualifications/training, volunteer work, nanny course etc). (Please include any certificates with your application).

Employer	Position	Date employed to and from	Reason for Leaving

List Qualifications:

If you do not have child care qualifications, there will be an expectation that you will be enrolled and/or working towards at least a Certificate III in Early Childhood Education and Care to meet National Standards for Early Childhood Educators.

Are you willing? Yes / No

Work Conditions you require or are willing to require

Driver's License	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Child sized chairs and tables	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Your own car which you may intend to use for FDC	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Open play spaces – indoors and outside	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Fenced outdoor area	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Fenced outdoor area	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Computer with internet access	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Computer/ipad with internet access?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Does any house hold members smoke? Are you prepared to provide a smoke free environment?	Yes <input type="checkbox"/> / No <input type="checkbox"/> Yes <input type="checkbox"/> / No <input type="checkbox"/>	Do you have any pets? Can the animals be kept separate from children	Yes <input type="checkbox"/> / No <input type="checkbox"/> Yes <input type="checkbox"/> / No <input type="checkbox"/>

Please provide details of the following

Please indicate the age groups you would be happy to care for?	(0-2)	(2-3)	(3-5)	(School aged)			
What type of home do you live in?	House	Unit	Villa	townhouse			
Home ownership? <small>If renting a landlord/agency authority form will need to be completed before commencement of Educator</small>	Own		Renting				
Days you are prepared to work each week?	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Are you prepared to be flexible with your working hours to accommodate all types of families?	Yes <input type="checkbox"/> / No <input type="checkbox"/> What hours will be your minimum and or opening?						
Are you aware all children in your care must be registered through Bellingen Family Day Care?	Yes <input type="checkbox"/> / No <input type="checkbox"/>						
Are you aware you can have no more than 7 children in care with no more than 4 who are preschool age or under? This will include your own children, whilst your Family Day Care Service is open.	Yes <input type="checkbox"/> / No <input type="checkbox"/>						
Would you be willing to care for a child with a disability?	Yes <input type="checkbox"/> / No <input type="checkbox"/>						
Would you be willing to cater for various cultural backgrounds?	Yes <input type="checkbox"/> / No <input type="checkbox"/>						
Have you been a registered Family Day Care Educator before?	Yes <input type="checkbox"/> / No <input type="checkbox"/> Which Service:						
Do you give permission for Bellingen Family Day Care to contact this service?	Yes <input type="checkbox"/> / No <input type="checkbox"/>						
Are you currently caring for children?	Yes <input type="checkbox"/> / No <input type="checkbox"/>						
If yes, would the parents be willing to come under the Bellingen Family Day Care Scheme?	Yes <input type="checkbox"/> / No <input type="checkbox"/>						

Family Day Care in your own home

Have you discussed this position with family members? Yes / No

How does the family feel about following the rules, regulations and policies of Bellingen Family Day Care?

(For example, you will be required to keep your workplace smoke, alcohol and illicit drug free, TV programs and other social media must be appropriate to the children in the care. Your normal routine may need to alter to suit the children in your care.)

Have you discussed with the family that the home becomes the workplace and members of the household will play an important part in the child's experiences and development. How does your family feel about having other children in the home? Yes / No

What areas of your home, both inside and outside, are available for Family Day Care use?

Please outline how your current routines will change if you are registered with Family Day Care?

Requirements for running a Family Day Care Service

The following are required before you are registered with the scheme and are to be followed up once you have received your letter of acceptance.

- Enrolled in or have already obtained an approved Certificate iii Early Childhood Education and Care
- Current First Aid Certificate
- Current Asthma & Anaphylaxis Management training
- Criminal Record Check or equivalent
- Appropriate Public Liability insurance
- Medical Certificate
- Landlord Approval (if needed)
- Agreement to abide by the schemes policies and procedures
- Completion of induction training.

Referees

Please provide the names, addresses and contact phone numbers of 2 referees who have known you for at least 2 years and are not related to you, that we can ring for a reference.

Referee 1 Name		Referee 2 Name	
Surname		Surname	
Phone		Phone	
How do you know this person?		How do you know this person?	

Agreement

A comprehensive safety check will be undertaken when the applicant has successfully applied, which will be completed by Bellingen Family Day Care Staff and the applicant. (Please do not rectify any hazards around your home/yard at this stage for Family Day Care purposes.)

All glass accessible to children, 1.00 meter or less above floor level, must be safety glass or treated with a product from shattering if broken.

I understand that as a registered Educator I will be the only person who is allowed to care for the children whilst they are in my care, *with no visitors or household members are to be left alone with the children.*

Signature	
Date	

Partner Agreement

I am aware of my partner's application to become an Educator with Bellingen Family Day Care Scheme. I support the application and agree to allow my partner to fulfil the obligations as an Educator.

Relationship to Applicant:		Contact number	
Signature		Date	

Return this form to Bellingen Family Day Care Scheme, 1 Elliot Close Bellingen 2454, or email to familydaycare@openarms.org.au attention Cindy.

Ensure to add resume and other qualifications include first aid and WWCC numbers.