

PRIVACY NOTIFICATION

PURPOSE: To apply to be an Educator
INTENDED RECIPIENTS: Council Staff.
SUPPLY: Legally required.
STORAGE: Council's Main Office.

Application to become an Educator

EDUCATOR APPLICATION

First Name: Family Name:

Address:

Phone No: Mobile:

Email Address:

Suburb: State:

Date of Birth: Maiden Name:

Country of Birth: Ethnic Origin:

Primary Language: Other Languages:

Will you need an interpreter at the interview? Yes No

Language Required:.....

PERSONS RESIDING IN THE HOME (skip section if you're applying as a Relief Educator only)

Partner/Spouse (if applicable) Name:

Date of Birth:

Occupation:

Days of Employment:

Times (start & finish times):

Work Phone Number: Mobile Number:

CHILDREN IN YOUR FAMILY (IF APPLICABLE) (skip section if you're applying as a Relief Educator only)

Full Name	DOB	Child care, FDC, Kindergarten, School, Tertiary Institution, Employment etc.
1.		
2.		
3.		
4.		

OTHER PERSONS RESIDING IN THE HOME (including anyone living in a bungalow or granny flat)

(skip section if you're applying as a Relief Educator only)

Name	DOB	Where will the person be during proposed care hours	Relationship to Applicant
1.			
2.			
3.			

AVAILABILITY FOR FAMILY DAY CARE

Please fill in the hours and days you will be available to care for children:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

(It is preferred that you are available to work 4 to 5 days per week)

Preferred ages of children:

Any other preferences:

Please indicate what types of care you are prepared to do:

- | | | | | | |
|-----------------|--------------------------|------------|--------------------------|-----------------|--------------------------|
| Full time | <input type="checkbox"/> | Emergency | <input type="checkbox"/> | Before school | <input type="checkbox"/> |
| Part time | <input type="checkbox"/> | Over Night | <input type="checkbox"/> | After school | <input type="checkbox"/> |
| 24 hour care | <input type="checkbox"/> | Occasional | <input type="checkbox"/> | School Holidays | <input type="checkbox"/> |
| Casual/on call | <input type="checkbox"/> | Weekend | <input type="checkbox"/> | Public Holidays | <input type="checkbox"/> |
| Relief Educator | <input type="checkbox"/> | | | | |

Name of primary Educator:

Are you prepared to transport/walk children to:

- | | | | | |
|------------|-----|--------------------------|----|--------------------------|
| School | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Pre-school | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Which schools and pre-schools are you willing to take children to if any?

Schools:

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.....

Pre-schools:

.....

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HEALTH (please note that all information will remain confidential)

How would you describe your health?

Do you have any illnesses (physical or mental) or medical conditions? If YES please provide details:

Do you take any regular medication? If YES please provide details:

Do you smoke? Yes No Do any household members smoke? Yes No

Do you have a history of substance, drug or alcohol abuse? Yes No

Do any household members have a history of substance, drug or alcohol abuse? Yes No

Please provide details:

HOME (skip section if you're applying as a Relief Educator only)

Are you living in your own home? Yes No

Are you renting? Yes No

If you are renting your home it is necessary to include with your application a letter from your landlord or agent giving permission for your home to be used for Family Day Care purposes.

Please attach letter

Yes No

If you live in a unit or townhouse, it is necessary to include with your application a letter from the Council of the Body Corporate giving you permission for the unit to be used for Family Day Care purposes.

Please attach letter

Yes No

Is your home located in Bushfire Prone Land?

Yes No

You must provide documentation stating whether or not you are located in Bushfire Prone Land.

Please attach confirmation

If you are located in Bushfire Prone Land you are required to contact Ku-ring-gai Council's Duty Planner (9424 0000) to ascertain what steps you must follow to be approved for Family Day Care.

QUALIFICATIONS AND EXPERIENCE

Details of qualifications you may have in relation to child development, education and/or care.
(please attach copies)

.....
Please attach qualification.....

Other qualifications (please attach copies):

Please attach qualification.....

Previous employment i.e. company name, position held and length of employment:

Past working experience, paid and unpaid (please include any experience with children)

Have you ever been an Educator in any Family Day Care Scheme? Yes No

If YES, name the Scheme:

Have you ever applied to be an Educator in any Family Day Care Scheme? Yes No

If YES name the Scheme:

Educators with Family Day Care must ensure they provide a SAFE environment at all times for the children in their care as well as others on the premises in relation to the care. Educations must ensure the home complies with relevant legislation and policies and practices.

The following is a preliminary safety check as a guide only.

(skip section if you're applying as a Relief Educator only)

(Please ✓ where appropriate)

Do you have a fully enclosed outdoor area?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Do you have a pond or water feature?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Is garden shed/garage lockable?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Is your home fitted with an electrical safety switch?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Is your home fitted with smoke detectors?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Is all glass below 1000mm tall safety glass or fitted with shatter-resistant film?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Does your home have a balcony or are there drops in the garden that children can access?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are these protected by a safe rail or fence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are there stairs?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are there suitable and safe kitchen facilities?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Are there suitable and safe toilet facilities?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

FAMILY AND HOUSEHOLD MEMBERS (skip section if you're applying as a Relief Educator only)

Although our primary concern is to register suitable Educators, Family Day Care does involve other persons living in the home.

This may put restrictions on all members of the household. Partners and other adults may participate in activities not conducive to a positive care environment, such as inappropriate television or video programs, smoking, the consumption of alcohol or inappropriate language used by adults and older children. Like most working parents, your child/ren may be restricted to having friends visit after school.

Have you discussed Family Day Care with other members of your household? YES NO

What are the attitudes/feelings of members of your household to you undertaking Family Day Care?

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WORKING WITH CHILDREN CHECKS

Family Day Care Educators and all adult members of their household are required to have a Working with Children Check. The criminal record check is to confirm they are not a Prohibited Person. It is illegal for a Prohibited Person to apply for any child related position.

Who is required to have a Working with Children Check?

Educators and household members who are:

- 18 years of age or over
- People who turn 18 while in residence
- People 18 years and over living in the home for three months or longer
- People 18 years and over living in the home part-time over three months or longer
- Boarders or lodgers 18 years and over living in the home for three months or more.

How is a Working with Children Check done?

Application Declaration and Consent form is to be completed by the applicant and is available at: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Please provide your WWCC number:

WWC_ _ _ _ _ (final is a letter)

CHILD SWAPPING

Please note that if you are a Family Day Care Educator with this or any other scheme, you and your partner will not be entitled to claim Child Care Benefit and/or Child Care Rebate for days your child is in care with another Family Day Care Educator if you provide Family Day Care on that same day, unless one or more of the below specified circumstances apply.

- Your child has been diagnosed as having a disability, or is undergoing continuous assessment of a disability
- You live in a remote or very remote area within Australia
- You are required to work other than for an approved Family Day Care Service
- You are required to attend particular education or training

If you are using Family Day Care for your child/ren, you must inform the Scheme as soon as possible.

REFEREES

Please provide details of two recent referees whom we can contact for a verbal reference. The referee should not be a family member and be able to discuss your ability to work with young children including childcare qualities, skills and work ethic.

1 Name:

Telephone or other contact details:

Organisation:

Position held:

Relationship to applicant:

2 Name:

Telephone or other contact details:

Organisation:

Position held:

Relationship to applicant:

Verification of Information

I certify that the information contained on this form is true and correct.

Name:

Address:

.....

Signed:

Date:

Please return your completed application form to:

Family Day Care Manager
818 Pacific Highway
GORDON NSW 2072