



Office use only			
Application received:			
Application approved/ not approved:			
Resume provided:		Two personal references provided:	Checked:
Copies of certificates:			
Copy of Blue Card: Y/N			

Prospective Educator Application Form

Applicant information

Applicants Name:	
Residential address:	
Address of where care is to take place (if not residential address) :	
Email address:	
Phone number:	Mobile number:
DOB:	Country of origin:
Nationality :	Primary language:
Any other languages:	
Do you have your own transport?	Will you be using this for transporting children:
Do you hold a current drivers licence?	Please provide a copy
Do you own your own home?	
If you are renting do you have permission to operate Family Day Care?	

Partner's information

Partners Name:	
Residential address (if different from applicant):	
Phone number:	Mobile number:
DOB:	Country of origin:
Nationality :	Primary language:
Any other languages:	
Occupation:	Blue Card number and expiry: Please provide a copy

Own children or dependants

Child's name:	D.O.B	M/F	School if applicable

Other adults residing at the premises

Name	D.O.B	Relationship to applicant	Blue Card number and expiry: <i>Please provide a copy</i>

Regular visitors

Name	D.O.B	Relationship to applicant	Blue Card number and expiry: <i>Please provide a copy</i>

Education and Experience

First Aid Certificate	Blue card number and expiry	Please provide a copy
CPR Certificate	Asthma and Anaphylaxis certificate	Please provide a copy
Please provide a current resume		
Please provide contact details of two referees or personal References :		
1- Name:	Contact number:	Email:
2- Name:	Contact number:	Email:
Do you hold an approved Qualification- Certificate III or Diploma? (You can check by going to http://www.acecqa.gov.au/qualifications/ApprovedCertificateIII)		Please provide a copy
If not- Applicants must be enrolled to study a min of certificate III in children's service		
Have you ever worked for another Family Day Care Scheme? If yes what was the name of the scheme? What was your reason for leaving?		

Commitment to Family Day Care

What is your philosophy on child care?							
Educators registered with our service are required to attend a min of 5 scheme events/playgroups/meetings per year. Other professional development may be compulsory as well. – Are you prepared to attend these activities?							
What do you hope to provide in your home-based childcare service that will make it valued by the families and children who use it?							
How would family day care impact on your home/family? Have you discussed these implications with your family?							
Are you able to care for or have you had experience with children that have additional or special needs?							
Type of Care:	Full time	Part time	Casual	Emergency care only			
Ages of children preferred:	Any other preferences:						
What days and times are you available to work (or interested in working)?	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Are you going to offer :	Evening care	Before and after school care	Vacation care				
Does anyone residing at the care premises smoke?							
The physical environment of the educator's home must be welcoming, child friendly and safe, yet allows children to have access to a variety of resources. What changes, if any, do you intend or need to make to your indoor, outdoor areas to achieve this?							
Positive interactions between educator, families and co-ordination unit are integral to the success of Family Day							

<p>Care. Describe briefly what you would do in the following situation:</p> <ol style="list-style-type: none"> 1. A child in your care arrives each day with insufficient food? 2. A new child joins your group from another cultural background, how would you help this child integrate into the already established group? 	
How would you ensure open communication with the families in your care?	
What types of activities would you offer if you had a child aged 5yrs and a 5 month old in care at the same time? How would you respond to their individual needs?	
How would you plan, implement and evaluate activities planned?	
How would you evaluate children's development and their stages?	
What would you do if a child became sick in your care?	
What would you do if a parent arrives at your home with a sick child and informs you the child has a high temperature and has been vomiting all night?	
What steps would you take if a child in your care has fallen or jumped and now has a suspected broken arm?	
What are good hygiene practices?	
What approaches would you use for behaviour guidance?	
What steps would you take to ensure the children in your care were safe during a fire/emergency drill or real event?	
Your front doorbell rings while you are supervising outdoor play in the backyard? What would you do?	
How would you deal with or what aspects would you use to ensure confidentiality was maintained?	
How or what would you do if you suspected a child/ren was being abused?	

I certify that the information contained on this form is true and correct and that this application has been written by me. I further certify that I have read the educator handbook.

Signed: _____

Dated: _____