

FAMILY DAY CARE EDUCATOR APPLICATION



- ✓ Please support this application with a **covering letter**, outlining why you wish to become a Family Day Care educator with Melton City Council and any other information that may be relevant to your application.
- ✓ Please provide a recent colour photo of yourself.
- ✓ All the sections below (1-6) and covering letter are to be completed by the applicant.

SECTION 1 - GENERAL INFORMATION

Applicant's Full Name:		Date of Birth:
Known as/Preferred name:		Gender/Pronouns:
Address:		
Contact number:	Email:	
Ethnic Group:	Country of Birth:	
Primary Language:	Other Language:	
Highest Qualification in Early Childhood or equivalent:		
Other Qualifications, certificates and courses, date of attainment and expiry e.g. <i>Child protection completed April 2021, First aid exp. May 2024, Asthma, Anaphylaxis etc.</i>		

EMPLOYMENT HISTORY

Please list the names of any Family Day Care Services you have worked with and other places of employment.

NAME OF FDC SERVICE	ROLE/POSITION	DATES OF EMPLOYMENT
OTHER EMPLOYMENT	ROLE/POSITION	DATES OF EMPLOYMENT

Please detail residents of your household e.g. partner, children, extended family:

Name	Relationship to applicant	Date of Birth	School / Workplace	Are children under school age immunised?

Suitability information <i>(more details or evidence may be required if your application is progressed)</i>	Yes	No / NA
Note: If successful, prior to registration, a Working with Children Check and a National Police Check will be needed from you (at your cost) on any person 18 years or over residing, or regular visitors in your Family Day Care service.		
In the past 10 years have you, or any member of your household, been charged and/or convicted of an offence or have any charges currently pending?		
Residency status / right to work in Australia		
Own your own home or if renting do you agree to provide written authority from landlord to operate?		

Note: The whole household may impact the quality of the Service which you need to consider e.g. restrictions on limiting children's friends, visitors, only appropriate television, video or computer programmes, smoke and alcohol free, appropriate language used, secured cupboards / doors.		
	Yes	No
Do you have a current driver's licence? Victorian licence number:		
Do you have the use of a car?		
Do you intend to transport children e.g. drop off or collect from school/Kindergarten?		
Will you be willing to walk children to school/kindergarten?		
Schools/kindergartens you would support?		

Note: It is important Family Day Care children are welcomed into the family home		
	Yes	No
Do you have warm, safe and welcoming areas in your home, both inside and outside, available for Family Day Care use?		
What areas of your home will be available for the Family Day Care children to access?		

Note: maximum number of children that an Educator can care for at any one time is seven (7). This includes the Educators own children under thirteen (13) years, regardless of where they are and who they are within the home. Maximum number of children under school age, at any one time, is four (4).
How many children / age range will you be available to care for?

Note: we value a rich cultural mix in our community,
Are there any considerations, speciality or limitation in relation to your beliefs or background that may effect your provision of care?

Note: A comprehensive safety check will be undertaken after the orientation course by the FDC unit.
Note: Pets must be kept separate from the children at all times.
Do you have pets? What is the type and breed?

SECTION 2 - AVAILABILITY FOR FAMILY DAY CARE

You will earn more or less depending upon the needs of the families and your availability and flexibility. You can also earn on weekends and evenings (limits apply), and also charge for extras such as transportation, snacks, meals, excursions, pick up or drop off services, casual or back-up care. You can detail all this when you sign the FDC agreement, before registration.

Available Hrs e.g. 6:30am-6pm	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

SECTION 3 – CHILD SAFETY

Please detail your knowledge and understanding of the Child Safe Standards including the Reportable Conduct Scheme

SECTION 4 – KEY SELECTION CRITERIA

Please describe how you meet each of the below Key Selection Criteria and provide examples of your own experiences (100 words or less per answer please)

1. A minimum completed Certificate III in Children’s Services or equivalent approved ACECQA qualification Yes No

2. Please detail your experience caring for children

3. Please detail how you have maintained a safe, organised and hygienic environment

4. Please detail your understanding of children’s development

5. Please detail how you plan and provide an educational program based on the developmental needs, interests and experiences of children

6. Please detail your knowledge of the Education and Care Services National Law and Regulations and National Quality Standards

7. Please detail your ability to understand and implement Policies

8. Please detail when you have been part of a team and taken direction from supervisors

9. Please rate your level of written and verbal communication skills (0 = poor, 5 = good, to 10 = perfect): _____

10. Please detail your willingness and ability to deliver and collect children to and from local Schools and/or Kindergartens

SECTION 5 - REFEREES

Please indicate details of two current or most recent referees who you have worked with in either a paid or voluntary capacity. Include your current or most recent direct Supervisor. If you have past experience working in Family Day Care we would recommend at least one of your referees is from this industry.

Referee 1. Name	
Workplace name	Position
Contact Number (Business Office)	Contact Number (Personal)
Relationship to applicant	Years / months known
Referee 2. Name	
Workplace name	Position
Contact Number (Business Office)	Contact Number (Personal)
Relationship to applicant	Years / months known

SECTION 6 - VERIFICATION OF INFORMATION

I, the applicant, certify that the information contained on this form and its attachments, is true and correct. I have completed this form and have included a cover letter and photograph to complete my application.

Signature

Date