



Supply a photo here
for office records.

Educator Application

Hamilton office: PO Box 4029, Hamilton 3247
[p] 07-858 3038 [f] 07-858 3039
Te Awamutu office: P O Box 264, Te Awamutu 3840
[p] 07-871 7673 [f] 07-871 7686
[e] office@kidsathome.co.nz [w] www.kidsathome.co.nz

Personal Details		Date:	
First name(s):			
Surname:			
Home address:			
Mailing address (if different from your home address):			
Phone:		Mobile:	
E-mail:			
Ethnicity:			
Date of birth (must be over 18 years old):			
Please describe any experience you have had caring for young children.			
Do you have any early childhood qualifications, e.g. Playcentre, Parent Centre, Kindergarten? (Please provide photocopied evidence of this).			
Please list any other relevant qualifications, i.e. Nursing, First Aid, etc.			
<p>Please provide the name, address, and phone number of two (2) people happy to provide a 'Confidential Referee's Report' for you. (NB: Not to be a relative)</p> <p>Referees should be people who have known you for a minimum of 2 years. They should preferably be people who have seen you work with young children, e.g. Kindergarten teacher, Playcentre colleague.</p>	<p>1. _____ _____ TEL. NO. _____</p> <p>2. _____ _____ TEL. NO. _____</p>		

Do you smoke? If so, do you smoke inside the house?	
Please write down the names of all adults living in your home who are 17 years old or older, e.g. husband, partner, grandparents, boarders. (All adults will need to undergo a Police Check – should this have been done recently please attach a copy).	
Do you have a full Driver's Licence? (Please provide a photocopy)	
Do you have a current First Aid Certificate? (Please attach copy of current certificate)	
Do you have pets? Are dogs able to be restrained?	
Do you have a safe fenced area for children to play in?	
Do you have, or are you prepared to get, smoke alarms and fire extinguisher?	
Do you have a swimming pool? If so, is it fenced according to council regulations?	

Children who are living in your home.	M/F	D.O.B.	Immunisation details
1.			
2.			
3.			
4.			
Other children you currently care for during or after school hours.	M/F	D.O.B.	Immunisation details
1.			
2.			
3.			
4.			

If your application is successful do you have a preference of the age or gender of children we place with you? If so, please state.

Which days, hours are you available to care for other children?

Monday	Tuesday	Wednesday	Thursday	Friday

Are you able to provide the above care during school holidays?

YES / NO

We offer weekly music and playgroups and fortnightly gymnastics groups - are you able to commit to coming? Would transport be an issue?

If you are renting, do you have your landlord's permission to provide homebased care? YES / NO

What educational resources do you have, e.g. blocks, puzzles, baby interactive toys, etc.

Have you ever applied to and been turned down by another childcare provider or foster care agency? If so, please give details.

Have you or anyone else living in your home ever had a protection order, supervised access order made against you, been convicted of a crime of violence, or a crime against children? If yes, please give details.

To proceed with your application we may need to obtain a character reference for other adults living in your home who will be present on a regular basis during care hours. Please provide names and contact numbers below. (NB: Referees should not be friends or relatives).

Please list any driving/traffic convictions you have received in the last five (5) years, e.g. speeding tickets, disqualification.

I certify that the above details are correct and agree that this information can be given to a family if they are looking for an educator. I also agree to advise Kids at Home by way of phone call or correspondence should my circumstances change.

(Signature)

(Name Printed)



Rules and regulations – Homebased Educator

Kids at Home contracts to the government to provide children with an educator who is safe, committed to their wellbeing and able to provide an environment which will encourage their learning and enrich their lives. To do this we must adhere to certain rules and regulations. Educators are given a copy of these rules and regulations and are to review them regularly. Please read the following summary of those regulations to ensure you feel able to fulfill them.

As a homebased educator you must...

- Have a safe, fenced area for children to play in.
- Provide a rich learning environment for the children in your care.
- Supervise the children at all times.
- Children must be seated and supervised when eating.
- Have a current First Aid Certificate.
- Disclose to the manager of Kids at Home any criminal convictions you have.
- Discuss any concerns you have about a child's well being or safety with your Visiting Teacher. Please do **not** hesitate to contact us.
- Ensure matches, lighters, poisons, medicines, alcohol, household cleaners are stored out of reach of children.
- Ensure your home has smoke detectors, and fire extinguishers.
- Have a written evacuation plan.
- Carry out a trial evacuation every three (3) months.
- Give your families as much notice as possible if you are unable to care for their child for any reason.
- Have written permission from parents before administering medication.
- Keep the Daily Records Book up to date.
- Ensure you have all the emergency numbers recorded in the Daily Records Book.
- Contact parents if a child becomes unwell while in your care.
- Contact parents if you become ill while caring for their children.
- Wash your hands after changing nappies.
- Apply sunscreen on sunny days.
- Ensure children are using correct car seats before taking them in the car.
- Ensure you have your full drivers' license if you are going to be transporting children.
- Ensure that your car has a warrant of fitness and registration.
- Take part in Professional Development as required by Kids at Home.
- Obtain written permission from parents to take children on any outings that have not been authorised in the Daily Records Book.

Educator Profile



Educator's name: _____

Address: _____

Date of birth: _____ Ethnicity: _____

Phone: (home) _____ Mobile: _____

E-mail address: _____ Fax: _____

My family: _____

About me: _____

My qualifications: _____

My home: _____

What will I offer to your children during their time in care with me:

1) At home: _____

2) Community early childhood activities that I attend: _____

Consent for release of information

Department of Child, Youth and Family Services
Private Bag 3222, Hamilton

I have applied to be a caregiver with Kids at Home Homebased Childcare.

I consent to any information held by Department of Child, Youth and Family Services to be released to Kids at Home Homebased Childcare.

PLEASE FILL IN THE BELOW **THREE** AREAS: the 1st area is for **your** details, 2nd area is for **ALL** people residing in your home (over the age of 16 years) and the 3rd area is for your children's details.

As to Witnesses for your signature: these may be friends, relatives or neighbours:

1: YOUR DETAILS

Last name: _____ First names: _____

Other or previous names used (eg maiden name): _____

Date of birth: _____ Place of birth: _____

Occupation: _____

Signature: _____ Date: _____

Address: _____ Suburb: _____ City: _____

Witness name: _____ Signature: _____ Date: _____

Your previous address if you have moved within the last five years: _____

2: DETAILS OF ALL OTHER OCCUPANTS IN YOUR HOME OVER THE AGE OF SIXTEEN (16)

Last name: _____ First names: _____

Other or previous names used (eg maiden name): _____

Date of birth: _____ Place of birth: _____

Occupation: _____

Signature: _____ Date: _____

Address: _____ Suburb: _____ City: _____

Witness name: _____ Signature: _____ Date: _____

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Occupation: _____

Signature: _____ Date: _____

Address: _____ Suburb: _____ City: _____

Witness name: _____ Signature: _____ Date: _____

Your previous address if you have moved within the last five years: _____

3. LIST YOUR CHILDREN

Child's full name	Date of birth	Place of birth

OFFICE USE ONLY

Details of involvement with Child, Youth and Family (CYPFA, CYPFS, or DSW)

Requesting Agency to complete:

Would you please conduct a search of your records in accordance with the above request and advise Kids at Home Homebased Childcare in respect of the above applicant.

Please note – this is a: new application re-check: last date of check was: _____

SIGNATURE:

Karen Lovegrove - Office Manager

Consent to disclosure of information

Exception – section 19(e) Criminal Records (Clean Slate) Act 2004

To: Licensing and Vetting Service Centre
Police National Headquarters
P O Box 3017
Wellington 6140

**NEED ONE FOR EACH PERSON OVER THE
AGE OF 16 LIVING IN THE HOME**

To be completed by third party that is to receive the personal information.

I declare that the exception contained in section 19(3)(e) of the Criminal Records (Clean Slate) Act 2004 applies to this vetting request – the individual concerned has made an application to act in a role predominantly involving the care and protection of, but not predominantly involving the delivery of education to, a child or young person. The role the applicant will be acting in is that of:

Homebased caregiver (early childhood) one-on-one in the caregiver's home

Signed: _____ Print full name: _____

To be completed by individual authorising release of personal information.

I hereby authorise you to disclose any information you may hold about me to the abovesigned third party. I confirm that I am aware that my full criminal record will be released even if I meet the eligibility criteria stipulated in section 7 of the Criminal Records (Clean Slate) Act 2004 due to the application of exception contained in section 19(3) of the Act, as set out above.

Signed: _____ Date: _____

Surname: _____ First names: _____

Maiden or any other names used: _____ Sex: (M/F)

Date of birth: ____/____/____ Place of birth: _____

Nationality: _____ Driver Licence #: _____

Full residential address: _____

Comments of the New Zealand Police:

Agency code: K30083

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