



GOVERNMENT OF BERMUDA

Ministry of Health

Department of Health

DAY CARE CENTRE PERSONNEL APPLICATION FORM

Section A: Applicant Information			
Name of Applicant:		DOB (d/m/yr):	
Day Care Centre:			
Position Seeking:	<input type="checkbox"/> Person in Charge <input type="checkbox"/> Deputy <input type="checkbox"/> Teacher <input type="checkbox"/> Assistant <input type="checkbox"/> Summer Student <input type="checkbox"/> Volunteer <input type="checkbox"/> Substitute		
Home Address:			
Parish:		Postal Code:	
Telephone:		Cell Phone:	
Email:			

SECTION B: DOCUMENTATION REQUIREMENTS	
<p>Photos of documents are not accepted</p> <p>Transcripts and diplomas required for education requirement</p> <p>New Staff: Must submit all documentation within the first 3 months employment</p>	
<p>All Day Care Centre Personnel – must have the following on file as well as the information for the position identified below.</p> <p><i>*Required for persons older than 18-years-old.</i></p>	<ol style="list-style-type: none"> 1. Change of Information Form 2. Child to Staff Ratio Form 3. Application form – signed by the personnel 4. Copy of Photo ID 5. Two written references 6. SCARS Certificate – issued in the last 3 years 7. Criminal Background Check – Bermuda Police Service or Magistrate Court – issued within the last 2 years* 8. Medical Certificate for Child Care Providers – completed by your doctor and issued in the last 5 years* 9. CPR/First Aid - issued in the last 2 years* 10. Child and Family Services Background Check – issued in the last 2 years*
Person in Charge	<ol style="list-style-type: none"> 1. Associates Degree in Early Childhood Education or equivalent, AND proof of 3-years post qualification experience, or 2. A degree other than an Associate Degree that included 4 courses in Early Childhood Education, AND proof of 1 years post qualification experience or 3. Bachelor’s Degree in Early Childhood Education or equivalent AND Proof of 1 years post qualification experience

Deputy Person in Charge	<ol style="list-style-type: none"> 1. A minimum of the Bermuda College Certificate for Child Care Assistants, or equivalent AND 3 years post-qualification experience; or 2. An associate degree in Early Childhood Education or equivalent AND 1 year post-qualification experience.
Staff	Bermuda College Certificate for Child Care Assistants or equivalent
Assistants	<ol style="list-style-type: none"> 1. Must be older than 16 and supervised by a qualified staff 2. Documents for all Day Care Centre Personnel
Volunteer	Documents for all Day Care Centre Personnel
Summer Students	Documents for all Day Care Centre Personnel
Substitute	Same documents as the person they are substituting for e.g. for an assistant, must be 16 and supervised by qualified staff.

Section C: Education – Transcripts for degrees to support the role sought, must be attached		
School Attended	Degree/Certificate Attained	Year Completed

Section D: Former employment Information			
Employment			
Current Position:			
Business Name:			
Start Date (d/m/yr):		End Date (d/m/yr):	

Employment			
Previous Position:			
Business Name:			
Start Date (d/m/yr):		End Date (d/m/yr):	
Employment			
Previous Position:			
Business Name:			
Start Date (d/m/yr):		End Date (d/m/yr):	

Section E: Additional Information		
Have you ever had any convictions in criminal and/or civil proceedings?	Yes	No
If yes, please explain:		
Have you ever been referred to the Department of Child and Family Services?	Yes	No
If yes, please explain:		

PATI disclaimer: This correspondence and any response thereof is subject to public disclosure under the Public Access to Information Act 2010. Most exempt records may be disclosed if it is in the public interest (s.21). Personal information, such as names and personal details of service users, patients, complaints, children and vulnerable adults, is exempt from disclosure (s.23). Information of people receiving discretionary benefit such as a licence is not personal information and can be disclosed (s.24 (1)). Commercial information and information received in confidence may be disclosed if it is in the public interest (s.25&s. 26).

I certify to the best of my knowledge that the information contained in this application is true and factual.

Name of Applicant

Signature of Applicant

Date of Signature dd/m/yr