

Employment Questionnaire

Name: _____ Date: _____ Completed by: _____

Qualification: _____ Step: _____ Available Days: _____

Available times: _____ Willing to cover shorter shifts from 2 + hours? Yes / No

Are you willing to go on a casual pool for a network of services? Yes/ No

Note services are from Gerringong, Kiama, Jamberoo, Shellharbour, Dapto, Wollongong

Please sign if you consent to your information being shared with services of the STABBB networking Committee for the purpose of being in a casual pool: _____

1. What skills and strengths would you bring to our team? _____

2. What interests you most about early childhood education? _____

3. Outline any skills and experiences you have that would assist you in working with children with different learning, behaviour and developmental need? _____

4. Are you comfortable/confident in working with children with additional needs? _____

5. The requirements of working with preschool aged children are quite physical and demand a level of fitness and physical ability, including but not limited to, getting up and down from the floor, kneeling, lifting, changing nappies etc. Are there any concerns or restrictions to your ability to attend to physical tasks? _____

6. Do you have any questions for us about the service or the position? _____

Comments: _____

Quality Area 7: Leadership and Service Management

Referee Contact	Position	Company	Contact Details	
Questions:	Comments: (office use only)			
Describe their responsibilities in this role?				
Can you tell me why this person left the company?				
How would you rate their written & verbal communication skills?				
How did they interact with children?				
How did they interact with parents?				
How did they interact with Colleagues?				
Considering their level of experience, please select your assessment of their capability in these areas: (if you cannot comment – leave blank)	Capability	Strong	Average	Poor
	Programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Observations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Additional Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Child Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Work Unsupervised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you describe their general attitude to their work?				
Can you describe their strengths?				
How would you rate the following attributes – please select:	Attribute	Good	Average	Poor
	Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Responsiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dependable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Resilience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Diplomacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Attire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would you re-employ them?				
According to the “The Child Protection Act 1998” can you see any reason why the applicant should not work with Children?				
Any other comments?				