

## CHILDMINDING REGISTRATION GUIDANCE NOTES FOR COMPLETING APPLICATION DOCUMENTS

### **Application Form**

Please make sure that you and other associated with your application complete all forms as fully as possible. If the forms are not completed in full we cannot start to process your application and it will be necessary to return the forms to you thus delaying your registration.

### ***Section 1***

Give full personal details, including maiden name or previous married names. All previous addresses within the past 5 years must be provided to enable vetting checks to be carried out. Please indicate your preferred method of contact.

### ***Sections 2 and 3***

Give details of any qualifications and experience that may be relevant to this position as a childminder.

### ***Section 4***

Give the name of your current/most recent employer. Also, if you are not employed in a childcare setting, give the name of someone who would be able to comment on your experience with children. The other referee should be someone who knows your family and partner but is not a relative and has known you for at least two years.

### ***Section 6***

A reference will be sought from your Health Visitor if you have a child under age 5.

### ***Section 7***

Please advise if you have had any contact with Social Services at any time and in any capacity.

### ***Sections 10 and 11***

It is important that we know about all those who will come into contact with any minded children at any time.

### ***Section 12***

All persons over the age of 10 in the household or who will be regular visitors must complete the Disqualification for Caring for Children Regulations (NI) 1996. Additional forms can be provided or are available on the Trust website.

**Consent to checks**

This form must be signed by all those over the age of 10 and any regular visitors. Additional forms can be supplied or are available from the Trust website. Please note the applicant will be signing consent for ALL household members to be checked.

**Access NI**

It is essential that these forms are completed accurately. If not, Access NI will return the forms and this will cause a delay in your registration. Access NI forms must be completed by all those of 10 years and over. Additional forms can be supplied or downloaded from [www.Accessni.gov.uk](http://www.Accessni.gov.uk)

**Health declaration/Medical Reference Form**

This form must be completed by the applicant and your partner. The form must then be verified by your GP. Any cost associated with the completion of this form lies with the applicant.

**Disqualification for Caring for Children Regulations (NI) 1996 Form**

This form must be completed by all household members ages 10 and over and any regular visitors.

**Adult Household Members Views**

This form must be completed by all household members aged 18 and over.