Interactive PDF

This form can be filled out electronically in your web browser! Once completed, please SAVE by one of the following 3 options and then please attach and return to us via email.

1. Click the 'DOWNLOAD' icon in the top left corner and select 'DOWNLOAD WITH CHANGES' to save your completed form
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What happens next?

SENNIES
Special Educational Needs Childcare Agency

I've paid my commitment fee and returned my Vacancy Registration Form - what happens next?

- We will create your **SENNIES Job Description** and send it to you to review. Once approved, we will share it across our internal and external SENNIES network.
- You will receive **3 - 6 SENNIES PROFILES to review at one time via email**, followed by a call request, to discuss each Sennie and their suitability in more detail.
- Following our call, **we will send you the contact details of the Sennie/s you would like to meet**, so you can arrange the first telephone, video or in person interview at your convenience. Alternatively, we can provide the Sennie/s with your contact details and ask them to reach out to you at your preferred time.
- Please inform us of your decision following each interview within 48 hours, so we can keep the applicant/s updated and arrange the appropriate next steps on your behalf.
- We will arrange all Sennie trials on your behalf. No more than 2 trial shifts / days will be permitted unless an offer of employment is made and/or it has been discussed and agreed with SENNIES.. All trials are paid at £10 per hour and you will need to pay your Sennie directly on the final day of the trial unless otherwise instructed by SENNIES. (Some Sennies pay a small fee for us to collect their payment prior to the trial shift and then invoice us directly. You will be made aware of this when you book a trial and this is at no extra cost to you, however payment for the trial is due immediately).
- We will continue the process above until we find you your perfect match.

When is my final payment due?

When you make an offer of employment to your selected Sennie, either verbally or in writing, we will send you your final invoice which must be paid within 7 days to avoid late fee charges. This must be paid as soon as possible so we can begin the employment process.

I've made a verbal offer and paid my final invoice - what happens next?

Once you have chosen your Sennie and paid your final invoice, we will work with you to ensure you get off to the best start by sending you the following:

- SENNIES contract - To be amended and signed by you (employer) and your Sennie (employee).
- Your chosen Sennies Documents.
  - Enhanced DBS certificate and/or update system confirmation
  - Identification
  - Two Referees - please feel free to contact these referees yourself or ask your Sennie to provide more references for you to check if you feel necessary
- Recommendations for becoming an employer (payslip and pension schemes)
- ACAS documents
  - ACAS Code of Practice
  - ACAS guide - Discipline and Grievances

Other things to note:

- **Calls and emails made outside of our office hours will be picked up the following day. (Opening hours: Monday - Friday: 9am - 5pm)**
- **Any urgent communications outside of these times must be made directly with the Sennie you have chosen to interview/trial.**
- **Please be aware that the majority of child carers are signed up to multiple agencies and not exclusively to SENNIES, therefore we cannot guarantee that a Sennie will not take other roles offered by another agency during your interview process. We only allow our Sennies to trial for 1 role at a time to avoid this type of disappointment.**
- **The 'SENNIES search' runs for 8 weeks* and is offered as an 'introductory service', therefore we do not employ anyone, but make it our priority to only introduce you to suitable Sennies. If you feel a Sennie is not suited to your family's needs, please give us detailed feedback, so we can be sure to only send you suitable Sennies moving forward.**

***8 weeks is offered as standard as this is usually a sufficient amount of time to procure and process a suitable 'Sennie'. We always aim to place within 4 weeks where possible and can extend this time when needed to ensure we meet our mutual goal.**

☐ **I have read, understood and agree to terms set out in this document** **Name:**

☐ **I have read and agree to the SENNIES terms and conditions** **Date:**