



Notification

Temporary or occasional services of EU professional qualifications for childcare employees

This form

Please complete this form to apply for work in the childcare sector. This sector includes the following occupations:

- Childminder
- Employee at a day-care centre
- Out-of-school childcare employee
- Multilingual out-of-school childcare employee
- Pre-school education employee

Where to send the form

Please send your completed form to: diplomaservices@duo.nl* or to:

Dienst Uitvoering Onderwijs
Afdeling Diplomadiensten
Postbus 30157
9700 LJ Groningen

More information

duo.nl
+31 (0)50 599 77 78

1 Personal data

1.1 Surname

Official first name _____ Other initials _____

1.2 First name (in full) and other initials

Date of birth

Day | Month | Year

| | | | | | | | | |

1.3 Telephone and e-mail

Telephone** _____ E-mail** _____

1.4 Is there a contact person or agency?

No

Yes > Fill in the authorization at 1.5

Name agency (when relevant) _____

1.5 Authorization contact person or agency

Surname _____ Official first name and other initials _____

Telephone** _____ E-mail** _____

Day | Month | Year

| | | | | | | | | |

I authorize my contact person or agency to perform all activities at DUO necessary for this application.

Signature _____

2 Post

Street House number

2.1 At which address would you like to receive correspondence?

Postal code Town/city

Country

2.2 This is the address of

the applicant (as given in 1.1)

the contact person or agency (as given at 1.5)

another person or organization:

Name organization (when relevant)

Surname Official first name and other initials

3 Temporary or occasional services

3.1 In which period(s) and for how many hours per week do you intend to work in the Netherlands?

From Day Month Year to Day Month Year

Total hours per week

From Day Month Year to Day Month Year

Total hours per week

4 Evidence

DUO needs certain documents. Only send the information requested. DUO will contact you if you need to provide any additional details.

4.1 You must attach the following documents

- A chronological overview of your education and employment experience
- Copy or copies of your certificate(s) of higher education ¹
- Copies of relevant grade transcripts or supplements to your certificates ¹
- A copy of your passport or other identity document

DUO may consult the responsible foreign authority for evaluation and verification purposes.

¹ If these documents were not issued in Dutch, English or German, you must attach a certified translation. This translation must have been written by a sworn translator either in the Netherlands or in his or her own country, and it must bear the translator's stamp. The translation must be attached to a copy of the original document in the original language.

5 Signature

I declare that I have completed this form truthfully and that the certificate(s) I enclose was/were issued to me in its/their country of origin in accordance with relevant legislation in that country.

Day Month Year

Signature

DUO and your personal details

Your personal details will be held in the computer systems of DUO. In order to fulfil its statutory obligations, DUO uses and protects your personal details carefully. We always comply with the appropriate privacy laws. If you would like to know precisely how DUO uses your personal data, please visit our website: duo.nl. DUO verifies your details with other organizations, in order to ensure that you receive your entitlements. In the event of misuse, DUO will notify the Public Prosecution Service.

* Please note that any information you submit to DUO by e-mail will be sent via an unsecured connection. If you send us your completed form by e-mail, we will take that as proof that you accept this risk. If you prefer, you can also return the form by post.

** We may wish to contact you by telephone or by e-mail, for instance to make an inquiry about your application or a change you want to make. If you agree to this, please provide your telephone number and e-mail address.