**Application form for a Sponsored Nursery Priority**

**Introduction**

This application form should be completed by employees who wish to apply for a Psychiatry sponsored nursery priority. For more information about the scheme, details of eligibility criteria and terms and conditions, please refer to the ‘Policy on the Allocation of Sponsored Nursery Priroity’. Completed and signed application forms should be sent by post to Moira Westwood, Departmental Administrator, Department of Psychiatry, Warneford Hospital, Oxford, OX3 7JX, or by email to moira.westwood@psych.ox.ac.uk. Your application form will be evaluated by the Department’s Sponsored Nursery Priority Panel and you will be notified of the outcome.

Please note that your application form will be held on file until you inform Moira Westwood that you no longer require a sponsored nursery priority.

**Applicant Details:**

|  |  |
| --- | --- |
| Name |  |
| Date (or expected date) of childbirth/adoption |  |
| Date of application to join University Nursery waiting list |  |
| Names of University nurseries applied for |  |
| Date when nursery place is required from |  |

**Eligibility (Please indicate if any of the following apply to you):**

|  |  |
| --- | --- |
| You, your partner or your child has a disability |  |
| You are a lone parent |  |
| You already have a child using University nursery provision |  |
| You or your child’s other parent are an Oxford University student |  |

**Other Factors (Please indicate if any of the following apply to you):**

|  |  |
| --- | --- |
| You are a joint-appointment between Psychiatry and another Department or College within the University\* |  |
| Your child’s other parent is also an employee or student in the Department of Psychiatry\* |  |
| Your child’s other parent is also an Oxford University employee or student\* |  |
| Your child’s other parent has access to a workplace nursery scheme with their employer\* |  |
| You already have significant caring responsibilities at home\* |  |
| \**Please provide details* | |

**Further considerations**

|  |
| --- |
| If the child has already been born, what are the current and planned childcare arrangements? (e.g. has a private nursery place been secured?) |
| Do you have any other personal circumstances which would make it extremely difficult for you to return to work without a nursery place for your child? **Yes / No**  If yes, provide details: |
| Do you have extenuating circumstances which mean that you did not join the University’s nursery waiting list earlier?  If yes, please specify: |
| Please describe the steps that you have taken to explore all alternative options for securing a sponsored or subsidised nursery place (such as assistance from the employer of the child’s other parent): |
| Please provide any additional information, which you believe should be considered while assessing your application for a sponsored nursery priority. |

**Declaration:** I hereby declare that the information supplied in this application form is true and correct to the best of my knowledge on the date of signing.

**Signed: Date:**