

# University Workplace Nurseries Staff Application Form

Please read the [Information Sheet](#) before completing this form

For **payroll staff**- if you have not yet started your employment with the University, please provide a copy of either your letter of appointment or contract, with your application.

For **non-payroll University Staff** – please provide a copy of either your letter of appointment or contract, with your application.

For **college staff** – please send your form to your HR contact who will then confirm your employment details to us.

You are required to pay **£10.00 (incl. VAT) registration fee** via the following link: [Payment](#)

Please indicate, stating order of preference (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup>), the nursery or nurseries where you would be willing to accept a place:

Edwinstowe Close Nursery ☐      West Cambridge Nursery ☐      Eddington Nursery ☐      Chris Abell Nursery ☐

## Section 1: Applicant's Details

Please indicate your application type:

University payroll staff ☐      University non-payroll staff ☐      College Staff ☐

Title:----- Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Payroll Number: \_\_\_\_\_ Job Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Contact Phone No: \_\_\_\_\_ Work Contact Phone No: \_\_\_\_\_

Personal Email: \_\_\_\_\_ Work Email: \_\_\_\_\_

I am ( please tick as applicable)      Single ☐      Married/Living with partner ☐

If you intend to return to work at the University following maternity, adoption or shared parental leave, please tick the relevant box:

Maternity Leave ☐      Adoption Leave ☐      Shared Parental Leave ☐

Start date of leave: \_\_\_\_\_ End date of leave: \_\_\_\_\_

### Section 2: Partner's Details (if applicable)

Please indicate if your partner works or studies at one of the following:

University of Cambridge ☐

Cambridge Press & Assessment ☐

College Staff ☐

Studies at University of Cambridge ☐

Name	Department OR College	Payroll Number OR Student Number

### Section 3: Child/ren's Details

Forename	Surname	Date of Birth	Gender M/F	Requested Start Date*

Does your child have any additional needs? Yes ☐ No ☐

Does your child have a disability? Yes ☐ No ☐

To help provide the best possible care for your child, please tell us about any additional needs or disabilities they may have in the box below. The nursery may ask to see copies of any formal documentation so they can fully understand and support your child's needs.

Details of any siblings attending a University nursery at the requested start date\* noted above:

Forename	Surname	Date of Birth

What type of place do you require? Full-Time ☐ Part-Time ☐

**Bookings are subject to the following restrictions:**

1, 2, 3, 4 or 5 full days

If you require **three or more days**, you must include a **Monday or Friday**

Please indicate in the boxes below your preferred days:

Monday	Tuesday	Wednesday	Thursday	Friday

Are there any special circumstances you would like to have taken into consideration? Please detail below

### Section 4: Declaration

- I confirm that**
- (a) the above information is full and correct.
  - (b) I have made a payment via eSales for this Application.
  - (c) I have read, and I agree to the conditions detailed on the Staff Information Sheet.
  - (d) I will relinquish the University Nursery place(s) on the date when my employment terminates.
  - (e) I will keep Childcare Services updated with any changes pertinent to this application.
  - (f) I have parental responsibility for the child/ren noted on this application.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Please return your form by email to [childcareservices@admin.cam.ac.uk](mailto:childcareservices@admin.cam.ac.uk). All forms must be signed.

#### Data Protection

The personal information about yourself and your child that you provide on this form will be used for the contractual purpose of nursery provision as described on our website <http://www.childcare.admin.cam.ac.uk/nurseries>. It will be treated in strictest confidence and will only be disclosed to staff of the University, Childbase Partnership, Bright Horizons Family Solutions and Kids Planet. For more information about how we handle your personal information, and your rights under data protection legislation, please see <https://www.information-compliance.admin.cam.ac.uk/data-protection/general-data>.

#### For Childcare Services Use Only

Date Received	Payment Received	Date Processed & Confirmation Sent