**Sponsored Nursery Priority Scheme**

**Application Form**

**Introduction**

This application form is for staff members seeking to apply for a DPIR-sponsored nursery place.

For further details about the scheme, including eligibility criteria and terms and conditions, please consult the Sponsored Nursery Priority Scheme – Allocation of Spaces Policy*.*

Please complete this form in full, ticking the appropriate option where indicated. Once completed and signed, please send your application to: **Matthew Gooch, EDI Officer, via email to** **matthew.gooch@politics.ox.ac.uk****.**

All applications will be reviewed by the DPIR Sponsored Nursery Priority Places Panel, and you will be informed of the decision.

If successful, in being awarded one of DPIR’s priority places, please note that this **does not** guarantee a nursery place.

**Personal Details**

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title** |  |
| **Start Date** |  |

**Employment Details**

|  |  |
| --- | --- |
| Are you currently employed by DPIR, and have a signed employment contract with the department?  | Yes [ ] No [ ]  |
| Do you hold a joint appointment with DPIR and another University department or college?If yes, please specify which other Department or College:  | Yes [ ] No [ ]  |

**Eligibility**

|  |  |
| --- | --- |
| Have you already applied to the Childcare Services waiting list for university nursery provision?If yes, please attach proof of your application (e.g., confirmation email or response from Childcare Services) with this form.  | Yes [ ] No [ ]  |
| How long have you been on the Childcare Services waiting list for university nursery provision?  |
| Please indicate if you already qualify for priority status through the established criteria below:  |
| Do you, your partner or your child have a disability?   | Yes [ ] No [ ]  |
| Are you a lone parent?  | Yes [ ] No [ ]  |
| Is one or more of your child’s siblings already using University nursery provision?  | Yes [ ] No [ ]  |
| Are you or your child’s other parent a University of Oxford student?  | Yes [ ] No [ ]  |
| Is the other parent of your child employed by the University of Oxford? If yes, please specify which Department or College:   | Yes [ ] No [ ]  |

**Other Factors**

|  |  |
| --- | --- |
| Is your child born yet? If yes, date of birth of child: If no, expected due date:  | Yes [ ] No [ ]  |
| If on parental leave, when is the planned date of return to work?  |
| When would a nursery place be required from?  |
| Would the required nursery place be full-time or part-time? If the child has already been born, what are the current and planned childcare arrangements? (e.g. has a private nursery place been secured?)  |

|  |  |
| --- | --- |
| Is the other parent of your child also an employee or student of DPIR?   | Yes [ ] No [ ] Staff [ ] Student [ ]  |
| Have you got other significant caring responsibilities at home (e.g. elderly relative)?   | Yes [ ] No [ ]  |
| If yes, please specify: |
| Do you have any other personal circumstances which would make it extremely difficult for you to return to work in DPIR without a nursery place for your child?   | Yes [ ] No [ ]  |
| If yes, please specify:  |

**Further Considerations**

|  |  |
| --- | --- |
| Do you have extenuating circumstances which mean that you did not join the University’s nursery waiting list earlier, and that consequently, your position on the University’s nursery waiting list makes it unlikely that you will be able to return to, or take up, employment with DPIR when the time comes?   | Yes [ ] No [ ]  |
| If yes, please specify:  |
| Has the other parent of your child got access to a workplace nursery scheme with their employer?  | Yes [ ] No [ ]  |
| Please provide details: |
| 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 DPIR sponsored nursery place:  |

**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:**