



Application Form

Oak Tree Day Nursery School

Dunton Technical Centre, Laindon, Basildon, SS15 6EE.



Child's Details

Forenames: _____ Surname _____

Date of Birth: ____ / ____ / ____ Gender: _____

Has a brother or sister attended this Nursery before? _____ if so, *their name*: _____

Pattern of Attendance

When would you like your child to start attending nursery? From: _____

Opening Times 7.15am – 6.15pm Patterns of attendance	Abv.	Time
Full Day	FD	Up to 10 hrs per day
Extended Day	ED	Anytime within opening hrs
Weekly	W	Up to 10 hrs per day
Extended Weekly	EW	Anytime within opening hrs

Please indicate below the pattern of attendance you require for your child as per the key shown above, if you are unsure of the attendance you will require please leave blank, we will contact you before a nursery place is offered.

Mon	Tue	Wed	Thu	Fri

Example:

Mon	Tue	Wed	Thu	Fri
FD		FD	ED	

Employee's Details

Ford Motor Company Employee based at Dunton Agency Worker based at Dunton
(please tick as applicable)

Title (Mr/Mrs/Ms, etc) _____ Forename _____ Surname _____

Job Title _____ FIN Number _____

Mailing symbol _____ CDS ID _____

Internal Telephone No _____ Mobile Telephone Number _____

Home Address _____

_____ Post Code _____

Home Telephone Number _____ Email Address _____

Registration

I am a Ford Motor Company employee or agency worker based at Dunton. I understand that should I leave the employment of FMC or if an agency worker cease providing services to FMC I must give the appropriate notice to Seymour House Partnership to terminate the nursery place. I understand that should I transfer to another FMC location in the future, the above named child will remain eligible to attend the nursery however any further children in my family would not be eligible to enrol or secure a nursery place at Oak Tree Nursery.

I have read and accept the terms of attendance and wish to enrol my child on the waiting list for the pattern of attendance indicated.

Signed _____ Parent Date ____ / ____ / ____

For Office Use

Ford Motor Company HR Signatory _____ Forwarded to Seymour House ____ / ____ / ____

Agency HR Signatory _____ Forwarded to Seymour House ____ / ____ / ____

Ford Motor Company Employees Return to: Jackie Beenham at GB-15/2A-S14B

For Agency Workers Return to: Holly Giles at 15/2A-L14