



Uniform Request & Issue

Name	
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Location <i>(Office use only)</i>									
01BR	02SR	03SC	04BH	05BN	06LL	07BL	08FD	09GP	10HL

Please indicate below your uniform needs

All Team Members															Uniform Issued <i>Date/initials (Office use only)</i>				
Qty	Item	Size													+Size please state size*	Date	Employee		
	Tabard	Small			Medium			Large			X Large			XX Large			*		
	Blouse	XS/8	S/10	M/12	L/14	XL/16	2XL/18	3XL/20	4XL/22	5XL/24	26	28	30	32	*				
	Long Sleeved Blouse <i>(see note 2 below)</i>	XS/8	S/10	M/12	L/14	XL/16	2XL/18	3XL/20	4XL/22	5XL/24	26	28	30	32	*				
	Cardigan	8/30"	10/32"	12/34"	14/36"	18/40"	20/42"	22/44"	24/46"	26/48"	28/50"	30/52"	32/54"	*					

Nursery Managers & Head of Early Years Practice only															Uniform issued <i>Date/initials (office use only)</i>		
Qty	Item	Size													+Size please state size*	Date	Employee
	Short line suit jacket	8	10	12	14	16	18	20	22	24	26	*					
	Rever collar suit jacket	8	10	12	14	16	18	20	22	24	26	*					
	Straight line skirt	8	10	12	14	16	18	20	22	24	26	*					
	Flared skirt	8	10	12	14	16	18	20	22	24	26	*					
	Classic leg trouser	8	10	12	14	16	18	20	22	24	26	*					
	Wide leg trouser	8	10	12	14	16	18	20	22	24	26	*					
	Kick flare trouser	8	10	12	14	16	18	20	22	24	26	*					
	Scarf* one size only																

For Nursery Managers & Head of Early Years Practice please indicate required length of trousers

Inside Leg Lengths					<i>Please indicate required length with x</i>				
S – Short 68.5cm (27 ins)		R – Regular 74cm (29ins)		T – Tall 79cm (31ins)		A – Extra Tall 84cm (33ins)			

Please note on the strength of the information given on this form we will issue you with a company uniform, it is important therefore this form is returned prior to the commencement date of your employment and the information given is accurate.

On or before the day you commence employment, Seymour House will endeavour to provide you with a standard uniform which remains the property of Seymour House Limited. The standard uniform comprises:-

All Team Members	Nursery Managers and Head of Early Years Practice only
Tabard x 1	Suit Jacket x 1
Cardigan x 1	Suit skirt x 1 and suit trousers x 1 or
Blouses x 3 (pro rata for part time employees)	Suit trousers x 2 or
Badge x 1	Suit skirt x 2
	Scarf x 1

Notes:

1. If you wish to do so, you are welcome to purchase additional items of the uniform at cost from Seymour House by special arrangement with your Manager.
2. Whilst short sleeved blouses are standard uniform, long sleeved blouses are a requirement for anybody with tattoos which would be visible with a short sleeved blouse.
3. When the standard uniform has been issued you will be asked by Seymour House to initial receipt of your uniform and to sign this declaration accepting Seymour House may deduct the sum of £50 from your final salary should you fail to return the standard uniform or you fail to return it laundered and in a reasonable state or repair (fair wear and tear excepted).

Signed:

Date: __/__/__