

INDEX OF FORMS

Version 4.0 Last Up-dated 01 July 2008 ©GMP Systems, Year 2008

Form Title / Description
No.:

1. BUSINESS MANAGEMENT

Organisation, Management & Administration:

- 05-1-00 Purchase Order
- 05-1-01 Register of Suppliers & Contractors
- 05-1-02 Log of Visits by External Authorities
- 05-1-03 Register of Furniture, Equipment & Installations
- 05-1-04 Records Log
- 05-1-05 Emergency Contact Numbers
- 05-1-06 Register of Staff on the Premises
- 05-1-07 Staff Duty Rota
- 05-1-08 Weekly Room - Staffing Record
- 05-1-09 Staff Monthly Hours Worked
- 05-1-10 Daily Register of Children & Staff
- 05-1-11 *Working Time Regulations, 1998 - Employee Opt-out Agreement*
- 05-1-12 *Students on Placement at the Nursery - Monitoring Record*
- 05-1-13 Job Application Form
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- 05-1-15 Job Applicant Reference Report
- 05-1-16 Reference Report - *Notice to Decline*
- 05-1-17 Job Applicant Summary
- 05-1-18 Job Applicants - *Short-listing Summary*
- 05-1-19 Employee Verification Record
- 05-1-20 Employee Declaration of Suitability
- 05-1-21 Contract of Employment (*specimen - hourly paid staff*)
- 05-1-22 Induction Training Programme
- 05-1-23 Induction Training - *Summary & Record - Permanent Staff*
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- 05-1-25 Staff Training Courses & Modules
- 05-1-26 Staff Policy Awareness
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- 05-1-28 Staff Performance Appraisal
- 05-1-29 Employee Portfolio
- 05-1-30 Holiday Request Form
- 05-1-31 Staff Leave & Absence Record
- 05-1-32 Staff Sickness Self-Certification - *Absence due to Sickness*
- 05-1-33 Declaration of Health & Medical Fitness
- 05-1-34 Return to Work Health Questionnaire
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- 05-1-36 Employee Disciplinary Warning
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