Personal Details

Once completed please return to the [**Staff Hub**](https://www.imperial.ac.uk/human-resources/ask-staff-hub/) by email to [**hrstaffhub@imperial.ac.uk**](mailto:hrstaffhub@imperial.ac.uk) with the signed acceptance of your contract.

Your information will be handled in line with data protection regulations and our policy. We collect, process, and store personal data for employment purposes and to fulfill our legal obligations. More details are in our Privacy Notice for Staff at: [*https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/processing-personal-data/privacy-notices/*](https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/processing-personal-data/privacy-notices/).

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| Section A. Personal Details | | | | | | | | | |
| Surname | Click or tap here to enter text. |  | College Identifier (CID)  *(refer to contract)* | | Click or tap here to enter text. | | | |  |
| First Name(s) | Click or tap here to enter text. |  | National Insurance Number: | | Click or tap here to enter text. | | | | |
| Preferred Name  *(if different)* | Click or tap here to enter text. |  | Legal Sex | | | Male  Female | | | |
|  |  |  |  | | | | | | |
| Title | Click or tap here to enter text. |  | Date of Birth | | Click or tap here to enter text. | | | | |
|  |  |  |  | | | | | | |
| Former Surname | Click or tap here to enter text. |  | Nationality | | Click or tap here to enter text. | | | | |
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| Home Address  *(this should be your UK address where known)* | Click or tap here to enter text. | | | | | | | |  |
| Town | Click or tap here to enter text. |  | County | Click or tap here to enter text. | | | Postcode | Click or tap here to enter text. |  |
| Telephone number | Click or tap here to enter text. |  | Mobile | Click or tap here to enter text. | | | | |  |
| Personal email address | Click or tap here to enter text. |  |  |  | | | | |  |
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| Section B. Person to be contacted in case of Emergency *Where possible one contact should live within the UK*  *You must let this person know that their details will be held on our HR database in accordance with the Data Protection Legislation* | | | | | |
| Surname | Click or tap here to enter text. |  | Telephone (work) | Click or tap here to enter text. |  |
| First Name(s) | Click or tap here to enter text. |  | Telephone (home) | Click or tap here to enter text. |  |
| Title | Click or tap here to enter text. |  | Telephone (mobile) | Click or tap here to enter text. |  |
| Relationship | Click or tap here to enter text. |  |  |  |  |
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| Section C. Alternative Emergency Contact | | | | | |
| Surname | Click or tap here to enter text. |  | Telephone (work) | Click or tap here to enter text. |  |
| First Name(s) | Click or tap here to enter text. |  | Telephone (home) | Click or tap here to enter text. |  |
| Title | Click or tap here to enter text. |  | Telephone (mobile) | Click or tap here to enter text. |  |
| Relationship | Click or tap here to enter text. |  |  |  |  |
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| Section D. Contact details for spouse/partner  *To be completed by Visiting Professors/ Visiting Readers/ Visiting Researchers only (if different from emergency contact)* | | | | | |
| Surname | Click or tap here to enter text. |  | Address | Click or tap here to enter text. | |
| First Name(s) | Click or tap here to enter text. |  | Town | Click or tap here to enter text. | |
| Title | Click or tap here to enter text. |  | County | Click or tap here to enter text. | |
| Relationship | Click or tap here to enter text. |  | Postcode | Click or tap here to enter text. | |
| Is this person a current employee of Imperial?  Yes  No | |  | Telephone (day) | | Click or tap here to enter text. |
|  | |  | Telephone (evening) | | Click or tap here to enter text. |
|  | |  | Telephone (mobile) | | Click or tap here to enter text. |

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| Section E. Disability Declaration  Do you have a disability, impairment, health condition or learning difference that has a substantial and long-term impact on your ability to carry out normal day-to-day activities? Please tick one of the following options:  I have a disability or health condition for which I require adjustments to enable me to do my job  (Please attach information on this. An HR representative will assess this information and may contact you to discuss your needs).  *If you think you may require particular arrangements or assistance to evacuate a building in the event of an emergency (e.g. mobility, visual or hearing impairment) please advise your line manager who will seek advice on drawing up a Personal Emergency Egress Plan (PEEP) for you.*  I have a disability but do not require any adjustments to enable me to do my job  *Please tick the definition which you consider applies to you in Section F below*  I have no disability  I do not wish to make a declaration at this time |

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| Section F. Additional Essential Information  Imperial must monitor the following equality area as part of the implementation of our equality and diversity policies as well as our duty under the Equality Act 2010.  *Please provide the requested information (as applicable) and do not leave this section blank.*  Disability: If you have indicated that you have a disability in Section E above, please tick any/all definitions below which you consider applies to you: | | |
| Learning difference such as dyslexia, dyspraxia, or AD(H)D    Social/communication conditions such as a speech and language impairment  Autism spectrum condition or disorder  Long term illness/health condition such as cancer, HIV, diabetes or epilepsy  Mental health condition (such as depression, schizophrenia, or anxiety)  Physical impairment or mobility issue, limiting basic physical activities    Deaf or (significant) hearing impairment  Blind or (significant) visual impairment (that is not corrected with spectacles)  Development condition affects motor, cognitive, social, speech & language skills  No known disability, impairment, health condition or learning difference  Disability, impairment or condition that is not listed  Disability, impairment, or condition that I do not wish to specify  Prefer not to say/Information refused  For more information about disabilities see: <https://www.imperial.ac.uk/equality/support-for-staff/disability/>. | | |
| If you have stated you have a disability or health condition, are you happy for this information to be shared with the Staff Disability Adviser who can provide information, support and advice? In addition, the Staff Disability Adviser may contact you from time to time to request your views and feedback to improve the disabled staff experience. Yes  No  Ethnicity or ethnic group | | |
| *Please tick the definition which you consider applies to you:*   |  |  | | --- | --- | | Arab | Mixed - White or White British and Asian or Asian British | | Asian – Bangladeshi or Bangladeshi British | Mixed – White or White British and Black African or Black African British | | Asian – Chinese or Chinese British | Mixed – White or White British and Black Caribbean or Black Caribbean British | | Asian – Indian or Indian British | White – English, Scottish, Welsh, Northern Irish or British | | Asian – other Asian background | White – Gypsy or Irish Traveller | | Asian – Pakistani or Pakistani British | White - Irish | | Black – African or African British | White – other White background | | Black – Caribbean or Caribbean British | White - Roma | | Black – other Black background | Other ethnic background | | Mixed – other Mixed or Multiple ethnic background | Prefer not to say/Information refused | | | |
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| Religion: *What is your religion?* | | |
| Agnostic  Any other religion or belief  Atheist  Buddhist  Christian | Jain  Jewish  Muslim  Sikh  Hindu | Spiritual  Zoroastrian  No religion  Prefer not to say/Information refused |
| Gender Identity: *Is the gender you identify with the same as your sex registered at birth?* | | |
| Yes | No | Prefer not to say/Information refused |
| Gender Identity: *How would you describe your gender identity?* | | |
| Female  Male  Non-Binary or Neutral | Pan or Polygender  Other, please specify:Click or tap here to enter text. | Same as legal sex  Prefer not to say/Information refused |
| Sexual Orientation: *Which of the following best describes your sexual orientation?* | | |
| Bisexual  Heterosexual or straight | Gay or lesbian  Prefer not to say/Information refused | Other sexual orientation |
| The information which you provide will be treated in the strictest confidence and will only be used by the HR Division. | | |

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| Section G. Special Information  The following information is required so that Imperial can meet its reporting requirements for HESA (Higher Education Statistics Agency).  Under Data Protection legislation, you have a right to request a copy of the data held by HESA via their website [**http://www.hesa.ac.uk/dataprot**](http://www.hesa.ac.uk/dataprot) or by emailing [**data.protection@hesa.ac.uk**](mailto:data.protection@hesa.ac.uk). | | | | | | | | |
| Further and Higher Education Qualifications  Please provide details of your highest qualification obtained from Further and Higher Education (*e.g. HND, BSc, MA, PhD*). You may record any additional qualifications by using the HR self-service facility <https://www.imperial.ac.uk/admin-services/ict/self-service/admin-systems/icis/>. | | | | | | | | |
| Type *(eg undergraduate degree, doctorate,etc. )* | | Click or tap here to enter text. | | | | | |  |
| Title *(eg BSc, PhD)* | | Click or tap here to enter text. | | | | | |  |
| Course start & end date | | Click or tap here to enter text. | | | | | |  |
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| If you do not have this type of qualification, please indicate your highest qualification from the list below:  ‘A’ level, Scottish Higher or equivalent (NVQ/SVQ level 3)  Other qualification  ‘O’ level/GCSE or equivalent (NVQ/SVQ level 2)  No qualifications | | | | | | | |  |
| Academic Teaching Qualification  If you are being employed as an academic or learning and teaching member of staff with teaching responsibilities, please indicate which academic teaching qualification(s) you hold below and date awarded: | | | | | | | |
|  | | | | | | | Date Awarded |
| Recognised by Advance HE as an Associate Fellow against Descriptor 1 of the UKPSF | | | | | | | Click or tap to enter a date. |
| Recognised by Advance HE as a Fellow against Descriptor 2 of the UKPSF | | | | | | | Click or tap to enter a date. |
| Recognised by Advance HE as a Senior Fellow against Descriptor 3 of the UKPSF | | | | | | | Click or tap to enter a date. |
| Recognised by Advance HE as a Principal Fellow against Descriptor 4 of the UKPSF | | | | | | | Click or tap to enter a date. |
| Recognised by SEDA against Descriptor 1 of the UKPSF | | | | | | | Click or tap to enter a date. |
| Recognised by SEDA against Descriptor 2 of the UKPSF | | | | | | | Click or tap to enter a date. |
| Holder of a National Teaching Fellowship Scheme Individual Award | | | | | | | Click or tap to enter a date. |
| Holder of a PGCE in higher education, secondary education, further education, lifelong learning or any other equivalent UK qualification | | | | | | | Click or tap to enter a date. |
| Accredited as a teacher of their subject by a professional UK body | | | | | | | Click or tap to enter a date. |
| Other UK accreditation or qualification in teaching in the higher education sector | | | | | | | Click or tap to enter a date. |
| Overseas accreditation or qualification for any level of teaching | | | | | | | Click or tap to enter a date. |
| No qualification held | | | | | | | Click or tap to enter a date. |  |
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| Previous Employment  Please indicate your employment, or otherwise, directly prior to commencing employment with the College.  (please tick one box only)   |  |  | | --- | --- | | Another publically funded HEI in UK | Private industry/commerce in UK | | Publically funded HEI in an overseas country | Self-employed in UK | | Other education provider in the UK | Other employment in UK | | Other education provider in an overseas country | Other employment in an overseas country | | Student in UK | Working in a research institute (private) in the UK | | Student in an overseas country | Working in a research institute (private) in an overseas country | | NHS/General medical or general dental practice in UK | Working in a research institute(public) in the UK | | Health service in an overseas country | Working in a research institute (public) in an overseas country | | Other public sector in UK | Working in the voluntary sector in the UK | | Not in regular employment | Working in the voluntary sector in an overseas country | | | | | | | | | |
| If you have ever been employed by another Higher Educational Institution in the UK, please give details of the most recent. | | | | | | | | |
| Name of Institution | Click or tap here to enter text. | | | | Leaving date | Click or tap to enter a date. | | |
| Job Title and Department *(eg Lecturer, Chemistry)* | | | Click or tap here to enter text. | | | | | |
| HESA Number (if known): | | | | Click or tap here to enter text. | | | | |
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| Section H. Fellowships | | | | |
| Do you hold an external research fellowship that has been awarded to you personally as a result of an external, competitive peer review process on the basis of your own independent research record; such that the fellowship would follow you were you to leave Imperial.  Examples include PPARC Advanced Fellowships, Royal Academy of Engineering Senior Research Fellowships and Wellcome Trust Principal Research Fellowships.  Yes  No If Yes, please state : | | | | |
| Title of fellowship | Click or tap here to enter text. | | |  |
| Source of fellowship | Click or tap here to enter text. | | |  |
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| Start date | Click or tap here to enter text. | End date | Click or tap here to enter text. |  |
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| I confirm that the details contained in this form and in my formal application for employment are correct. | | | | | |
| Name: | Click or tap here to enter text. |  | Date: | Click or tap to enter a date. |  |