#### **Acceptance Form**

**Please complete to confirm your acceptance of your job offer at University of Reading**

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| I agree with all of the attached Written Statement of Terms and Conditions of Service and I hereby accept the offer in accordance with your letter and contract dated: |       |
| I will commence duty on |       |
| My date of birth is: |       |
| My National Insurance number is: |       |

*For a number of reasons, it is essential for the University to know your National Insurance number. If you need to apply for one, please go to* [***https://www.gov.uk/apply-national-insurance-number***](https://www.gov.uk/apply-national-insurance-number)

### **Please read the following and sign the declaration below:**

I note that the University will keep and process data regarding my employment, including data that is considered sensitive personal data under the Data Protection Act 2018. I consent to the University keeping, maintaining, processing this data for the purposes of my employment, including statutory governmental returns e.g., HESA.

I understand that I will be provided with an email address for University activities and that this address and my name will appear on the University website, accessible to all via the search mechanism. I have seen and agree to abide by the IT Regulations for Users found here: [**http://www.reading.ac.uk/University-IT-regulations.pdf**](http://www.reading.ac.uk/University-IT-regulations.pdf)**.**

I understand that all documents submitted in accordance with Home Office Regulations will be copied and may be required to be submitted to Home Office officials for verification or confirmation of my legal right to work in the UK.

**Name**

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|     |

**Address**

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*By checking the box below, I record my agreement to the statements above*

|  |  |  |
| --- | --- | --- |
|  | **Sign or print name** | DATE |
| [ ]  |  |       |

***This acceptance must be uploaded directly into Jobtrain.***