

Acceptance Form

I hereby accept the offer in accordance with your letter dated _____
(Please complete)

and I agree with all of the attached Written Statement of Terms and Conditions of Service.

I will commence duty on _____

My date of birth is _____

My National Insurance Number is _____

You must provide the University with your National Insurance Number. You can obtain the number from your present employer. If you do not already have a number you should apply to Jobcentre Plus (telephone 0845 6000643).

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 (1998). 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 my University activities. I have seen and agree to abide by the Acceptable Use of University Computer and Data Networks policy (available from the ITS home page: www.reading.ac.uk/ITS/Name)

Title
First name
Last Name

Address

Date

--

Signature

--

This acceptance must be forwarded to HR Operations by return of post as indicated in your offer letter.

To: HR Operations
Room 110, Whiteknights House
The University of Reading

READING RG6 6AH