

Human Resources

Unit name goes here

**Personal Circumstances AGREED STATEMENT**

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| PERSONAL CIRCUMSTANCES | |
| Where personal circumstances have been declared by a candidate, the Head of School must prepare a statement to accompany the application. Please refer to Annex C for more detailed guidance about what should be included here. The statement must be agreed with the candidate prior to submission to the University Secretary and should be submitted on this form, complete with the signature of both parties.  If the Head of School and candidate are unable to reach agreement on the statement, the Dean for Diversity and Inclusion should be asked to adjudicate. In cases of adjudication, the applicant’s Personal Circumstances Declaration Form may be disclosed to the Dean for Diversity and Inclusion. | |
| **Candidate Name** |  |
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| CANDIDATE SIGNATURE – I confirm that I have agreed the above statement with the Head of School. | |
|  | |
| Date |  |
| HEAD OF SCHOOL SIGNATURE - I confirm that I have agreed the above statement with the candidate named. | |
|  | |
| Date |  |