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Human Resources

Unit name goes here

**Personal Circumstances AGREED STATEMENT**

|  |  |
| --- | --- |
| PERSONAL CIRCUMSTANCES | |
| Where personal circumstances have been declared by a candidate, the Head of School must complete this form to accompany the application. Please refer to Annex C for more detailed guidance regarding this. The statement below must be agreed with the candidate prior to submission to the University Secretary and this form should be submitted 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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| --- |
| Please indicate the criteria impacted by the personal circumstances declared with an ‘X’ below, specify the time period affected and state the impact. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Time period affected** | | **Impact** |
| C1 |  |  | |  |
| C2 |  |  | |  |
| C3 |  |  | |  |
| R1 |  |  | |  |
| R2 |  |  | |  |
| R3 |  |  | |  |
| R4 |  |  | |  |
| R5 |  |  | |  |
| R6 |  |  | |  |
| T1 |  |  | |  |
| T2 |  |  | |  |
| T3 |  |  | |  |
| T4 |  |  | |  |
| T5 |  |  | |  |
| T6 |  |  | |  |
| S1 |  |  | |  |
| If considered helpful, a timeline may also be provided in the space below (an example can be found in the guidance). This **must not** include any details regarding the circumstances themselves but may include basic factual information such as ‘period of unspecified leave’. Information regarding contractual employment history, such as job title, FTE and contract type, is also permitted. | | | | |
|  | | | | |
| If any of the Personal Circumstances relate to employment history/contractual changes, further information may be provided regarding this aspect below if appropriate. **No further details are permitted for any other circumstances.** | | | | |
|  | | | | |
| CANDIDATE SIGNATURE - I confirm that I have agreed the above statement with the Head of School. | | | | |
| Shape  Description automatically generated with low confidence | | | | |
| Date | | |  | |
| HEAD OF SCHOOL SIGNATURE - I confirm that I have agreed the above statement with the candidate named. | | | | |
| Shape  Description automatically generated with low confidence | | | | |
| Date | | |  | |