

Human Resources

Unit name goes here

**Personal Circumstances DECLARATION**

The submission of a Personal Circumstances Declaration is optional. It is the means by which the University seeks to ensure that no applicant for promotion is placed at a disadvantage as a consequence of a particular set of conditions or circumstances.

Please describe the effect of any personal, familial or other non-academic circumstances on your career profile. You need not describe the circumstances themselves but must detail:

1. the period of time for which the circumstances have had an effect
2. the impact that the circumstances have on specific promotion criteria

Once completed, please submit this form to your Head of School with your application form. Alternatively, you may choose not to complete the form and decide instead to talk to your Head of School about your personal circumstances. The deadline for submission of all cases is **Monday 10 January 2022.**

*This form will only be seen by your Head of School and possibly your HR Partner and the Dean for Diversity and Inclusion.*

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| PERSONAL CIRCUMSTANCES DECLARATION |
| Please outline the period of time and promotion criteria affected. Please refer to Annex C for more detailed guidance about what should be included here. **This should not normally exceed 600 words.** |
|  |
| Name |  |
| Date |  |
| SIGNATURE |
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