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| Appointee Information Form | |
| **Guidance** | |
| The information requested on this form is required by Human Resources. Please complete this form and return it to the requestor.  For information on how we use your data, how long we keep it for and how we share it with third  parties, please refer to the [Privacy Notice for Staff.](https://www.ed.ac.uk/human-resources/privacy-information-notice)  If you require this document in an alternative format please contact HR via email [HRHelpline@ed.ac.uk](mailto:HRHelpline@ed.ac.uk). | |
| **Section 1: Employee Details** | |
| Title: |  |
| Last name: |  |
| First Name: |  |
| Middle Name: |  |
| Preferred Name: |  |
| National Insurance (NI) Number:  **(please provide this if you hold an NI number)** |  |
| Date of Birth: (dd/mm/yyyy) |  |
| Gender  Note: this field is used for mandatory reporting to HMRC, and only 'male' or 'female’ responses are permitted. You will be able to record your gender identity beyond these binary options once you join us. | Female  Male |
| Assignment Number (if current employee) |  |
| Have you worked for the University previously? | Yes  No |

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| **Section 2: Address & Contact Details** | |
| Country: |  |
| Address Line 1: |  |
| Address Line 2: |  |
| Address Line 3: |  |
| City/Town: |  |
| County: |  |
| Postcode: |  |
| Phone type: |  |
| Phone number: |  |
| Personal Email address **(MUST be completed to enable contract to be issued)**: |  |

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| **Section 3: Declaration** |
| I declare that, to the best of my knowledge, the information given on this form is true and correct.  Signed:  Date: (dd/mm/yyyy) |