**Global Talent Appointment Pathway Request Form**

**This form is used where an international individual has accepted a position at the University where the role holder will:**

1. **have responsibility for academic, research or innovation leadership and development**

**OR**

1. **direct or lead an individual or team in:**

**(i) a research project or programme of work; or**

**(ii) an innovation project or a programme of work.**

**and wishes to apply for a Global Talent (GT) Visa through the appointment pathway.**

**When the individual makes their visa application they must submit a letter (known as a statement of guarantee), signed by the College Head of HR. In order for the letter to be produced, the form below must be completed by the SDA and submitted as a Service Request in People and Money. All sections of the form must be completed and supporting documents attached.**

**Name of Individual:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**College:** Click or tap here to enter text.

**School:** Click or tap here to enter text.

|  |  |
| --- | --- |
| Is the individual a current or new employee?  If the individual is a current employee, please confirm the contract end date: Click or tap here to enter text. | Choose an item. |
| Open competition was held for the role; or  Where an advert was placed, please confirm the start date and end date of the advert: Click or tap here to enter text. |  |
| The role was recruited in another way. Please provide details, i.e. headhunter/agency was used. | Enter details of how the role was recruited to |
| The roleholder must:  (a) have responsibility for academic, research or innovation leadership and development; or  (b) direct or lead an individual or team in:  (i) a research project or programme of work; or  (ii) an innovation project or a programme of work. |  |
| The interview panel consisted of at least **3 UoE academic** panel members of.  Please detail job titles of each panel member.  ***Note***: *The 3 panel members must be from the University of Edinburgh (the employing institution).*  *The term ‘academic representatives’ is shorthand for an interview panel comprising academic, research or innovation professionals with knowledge of the field or discipline in which the applicant is seeking endorsement. An interview panel comprising human resources and/or other professional services representatives would not meet this criterion.* | [Enter number of panel members and their job titles] |
| At least one external expert was on the panel/was consulted during the process. Where there is an interview panel, the expert on the panel does not have to be external to the University.  Please detail job titles.  If the expert was external to the University, please detail the organisation.  ***Note****: If the interview panel did not include a relevant expert in the field from the University, the statement of guarantee must additionally confirm that at least one external expert, who is not employed by the employing institution, was consulted during the recruitment process prior to the job offer being made.* | [Enter number of external experts and their job titles]  Enter how the external expert took part. Either on the panel or provided written input |
|  |  |
| **Supporting Documentation Required**  Please cross the boxes to indicate that you have attached the information listed below. |  |
| 2 references. |  |
| Job Description. |  |

Completed by: Click or tap here to enter text.

Job Title:Click or tap here to enter text.

Telephone Click or tap here to enter text.

E-mail Click or tap here to enter text.

(e-)Signature Click or tap here to enter text.

Date signed: Click or tap here to enter text.