

# Pre-Support Referral Information

# Support provided by INTOO

# Please complete ALL of the information requested in this form, and email it to careertransition@ed.ac.uk. The team will pass your details to INTOO who will be in contact with you direct to arrange a suitable time for an initial meeting with you.

|  |  |
| --- | --- |
| Name  |  |
| Staff number |  |
| College/Professional Service Group  |  |
| School/Department |  |
| Personal contact phone number |  |
| Personal email address |  |
| Job title |  |
| Please select the box which best describes your current post | Academic [ ]  \*Technician [ ] Professional Services [ ] \*Please also select one of the followingResearch only [ ]  Teaching only [ ] Research and teaching [ ]  |
| Grade |  |
| Proposed leaving date |  |
| Reason for career transition support (i.e. funding not being renewed, restructure, etc.) |  |
| Optional – please include any additional comments or notes you would like INTOO to be aware of in advance of your initial meeting with them (e.g. what you hope to gain from their support) |  |

# In submitting this form, you agree to your details being shared with INTOO for the purpose of arranging career transition support. Once this has been set up, you are responsible for making your coach aware if your circumstances change e.g. you no longer require their services as you will be remaining with the University or have secured employment elsewhere.

# If, for any reason, you cannot attend a pre-arranged meeting with your coach, you must provide them with at least 48 hours’ notice of your need to cancel or postpone. If you cancel on more than one occasion, you may forfeit your right to access the service.