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| --- |
| Personal Details of Successful Candidate |
| Title: |  | Surname: |  |
| Forename: |  |  |  |
| Contract Details |
| SAF Number: |  | Role Code (HERA): |  |
| Start Date: |  | School/Department: |  |
| Role Title: |  | Subject Group (academics **ONLY**):  |  |
| Contract Type (Fixed-term/ Perm/Guaranteed Hours/Student Experience/Annualised): |  | End date of contract (if applicable): |  |
| Why is the contract fixed-term? *(i.e. backfill, subject to external funding, project driven requirement -*  ***be specific: exact project / funding name****):* |  |
| Academic Induction period (if applicable)?*NB: new academics* ***ONLY*** | Y / N |
| Duration of Academic Induction period (if applicable): (1-2 years) |  |
| Academic Pathway: *(Please select appropriate pathway)* | ResearchEnterpriseLearning and TeachingProfessional Practice |
| Does this role entail line management responsibility?*If yes - please indicate the name/s of any reportees* | Y / N |
| Is this post full-time, part-time or guaranteed hours?  |  |
| If part-time, how many hours per week? If guaranteed hours, what are the total hours that will be worked over the duration of the appointment? |  |
| Line Manager’s name:  |  | Line Manager’s contact details (e-mail and tel. no): |  |
| If working pattern is not standard e.g. 36.25 hours per week, 7.15 hours per day, Mon - Fri, please provide work pattern information below (please note that this is not required for guaranteed hours contracts).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Pattern** | **Morning** | **Morning** | **Afternoon** | **Afternoon** |
|  | **Start (xx:xx)** | **Finish (xx:xx)** | **Start (xx:xx)** | **Finish (xx:xx)** |
| Mon |  |  |  |  |
| Tues |  |  |  |  |
| Wed |  |  |  |  |
| Thurs |  |  |  |  |
| Fri |  |  |  |  |
| Sat |  |  |  |  |
| Sun |  |  |  |  |

If working pattern is not the same each week please attach details when sending this form back to HR. |
| Pay Information |
| Pay Grade: |  | Salary Point: |  |
| It is normal University practice to appoint new employees at the bottom of the salary scale. If you believe that there is a clear justification to appoint above the bottom of the salary scale, please provide a written justification referring to the criteria in the University’s [Salary Placement Policy](http://staff.napier.ac.uk/services/hr/Documents/Policies/Salary%20Placement%20Policy%20Final%202015.docx): |
| Cost Centre 1: |  | % split: |  |
| Cost Centre 2: |  | % split: |  |
| **Location Details (it is important that the below information is accurate, as this information is fed directly to Information Services in order for them to update the Staff Directory)** |
| Location (campus): |  |
| Room Number: |  | If the successful candidate requires a phone please contact Information Services regarding this request.Email: ISServiceDesk@napier.ac.uk  |
| Additional Information |
| Have relocation expenses been agreed? *If so, state how much.* | Y / N |
| Does the role require PVG scheme membership? | Y / N |
| Does the role require a Disclosure check? *If so, specify what level.* | Y / N |
| Does the role involve driving? | Y / N |
| Is the candidate required to obtain HEA membership/PGCert? | Y / N |
| Are there specific health hazards associated with the role? *Please select.* | Y / N□ Exposure to chemicals, ionising or non-ionising radiation□ Exposure to dermatitis or other skin irritant□ Exposure to noise□ Exposure to respiratory sensitisers□ Handling food□ Healthcare worker□ Prison Officer□ Professional Driver – Group 1□ Teaching□ Use of vibrating tools or whole body vibration□ Working alone□ Working at heights□ Working at night□ Working in cold conditions |
| Sign Off |
| Budget Holder’s Signature: |  |
| Budget Holder’s name and date: |  |