

UNIVERSITY OF ABERDEEN
EMPLOYEE INFORMATION FORM

In order to ensure prompt processing of data, and to avoid delay in salary/wage payments, please complete and return this form to Human Resources, University Office, King's College, Aberdeen AB24 3FX as soon as possible. Please read all notes carefully. If you have not previously submitted a CV/application form please attach a CV for our records.

Last Name ¹ : _____	Title _____
First Name(s) ² : _____	National Insurance Number: __ / __ / __ / __ / __
Address: _____	Date of Birth: _____
_____	School/Section: _____
_____	Job Title: _____
Post Code: _____	Start Date: _____
Tel: _____	Email: _____
Emergency Contact: <i>(name and telephone)</i> ³ _____	

PAYROLL & BANKING DETAILS

Bank/Building Society Name: _____	Sort Code: __ / __ / __
Account Name: _____	Account No: _____
Branch Address: _____	

DECLARATION

I authorise the University of Aberdeen, until further notice, to credit my salary/wage and any other payments to the bank/building society account specified above, via the Bank Automated Clearing System (BACS), and to make appropriate Payroll deductions. I attach my P45/my P45 will be sent later/I require a P46/P38(S) instead (*delete as appropriate*)

In addition, I declare that the information contained in this form is accurate. I attach appropriate documentation as evidence of my immigration and nationality status in accordance with UK legislation.

Signature: _____ Date: _____

¹ Use block capitals. If you have a name that involves both upper and lower case letters after the initial letter (eg MacDonald) please indicate the correct spelling

² Please underline the name by which you prefer to be known or are commonly known, if it is not your first name.

³ This may or may not be your next of kin.

EQUAL OPPORTUNITIES MONITORING FORM AND HESA DATA REQUIREMENTS

The University requires this data for statistical purposes only. We would be grateful if you could complete and return to Human Resources the following personal information.

First Name: _____ **Last Name:** _____

Gender: *Please tick the appropriate box*

Date of Birth: _____

Female Male

Ethnic Origin: Please tick the appropriate box that describes your ethnic origin:

- | | |
|---|--|
| <input type="checkbox"/> Asian or Asian British – Bangladeshi | <input type="checkbox"/> Mixed White & Black – African |
| <input type="checkbox"/> Asian or Asian British – Indian | <input type="checkbox"/> Mixed White & Black – Caribbean |
| <input type="checkbox"/> Asian or Asian British – Pakistani | <input type="checkbox"/> Other Asian Background |
| <input type="checkbox"/> Black or Black British – African | <input type="checkbox"/> Other Black Background |
| <input type="checkbox"/> Black or Black British – Caribbean | <input type="checkbox"/> Other Ethnic Background |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Other White Background |
| <input type="checkbox"/> Information Refused | <input type="checkbox"/> White – British |
| <input type="checkbox"/> Irish Traveller | <input type="checkbox"/> White – Irish |
| <input type="checkbox"/> Mixed White & Asian | <input type="checkbox"/> White – Scottish |

Disability: Please tick the box that describes your disability status

Not Disabled Disabled

If disabled please describe your disability: _____

Please also specify any impairment that may have an effect on your ability to undertake the duties of this appointment:

Nationality: *Please enter your nationality* _____

Thank you for completing this form. This page will be retained by Human Resources and will be treated as confidential in accordance with the requirements of current data protection legislation. It may be used by the University for statistical purposes and will be disclosed to HESA in accordance with its reporting requirements.