



NEW APPOINTMENT OF STAFF FORM

This form should be used to notify Human Resources of a new staff appointment. Please complete the form in black ink or type and return to your Faculty Human Resources Assistant, along with the enclosures listed at the bottom of the form (section 11).

1. Appointee Personal Details

Title:	Surname/ Family Name:
	First Name(s):

2. Details of Appointment

Job Title:	Grade:	Point:
Job Ref No:	Salary: £	
School/ Department:	FTE:	
Faculty/ Service:	Funding Account No:	
Contract Start Date:	Probationary Period:	
Contract End Date (if fixed-term):	Name of Probation Adviser:	
Contract Length (if fixed-term):	Is the Post a Job Share? (YES/ NO)	

3. Immigration Status

Does the Appointee Require a Work Permit/ Certificate of Sponsorship? YES/ NO

If the appointee currently has limited (i.e. non-permanent) leave to remain in the UK (e.g. student visa, work permit dependant visa etc):

What type of leave is it?	
When does this expire?	(dd/mm/yyyy)

4. University of Leeds Teaching Award (ULTA-2) (Please complete only for roles that include an element of teaching)

Please indicate whether the appointee is required to complete the University of Leeds Teaching Award: Professional Standard 2 (ULTA-2) by completing/ deleting the fields below.

ULTA-2 To be completed?	YES/NO
Advanced standing may need to be discussed?	YES/NO
Expected start date on the ULTA-2 (please circle month & enter year) Sept/Dec/Mar 2 _____	
Latest completion date of the ULTA-2	(Year) 2 _____
Part time staff (below 0.5FTE): Discussion needed with SDDU?	YES/NO

5. Fixed Term Contract Details (Please complete this section for fixed-term contracts only)

The University of Leeds is legally obliged to notify appointees why their post is being offered on a fixed-term as opposed to a permanent basis. In order to help Human Resources do this, please select the applicable reason(s) from the list below by ticking the appropriate box(es).

- the post being a clearly defined training or career development position.
- the need to provide temporary cover for a post holder who is temporarily absent.
(please indicate name of absent post holder if cover is for maternity leave)

- the post being funded through an external research development or other grant.
- the post being part of a training programme that has been extended for a limited period.
- the post being wholly or mainly concerned with a specific business or academic activity which the University has decided will cease.
- the post requiring specialist skills for a limited period or is to accomplish a particular task or project for a limited period.
- the post being a secondment.
- Other exceptional circumstances which justify use of a fixed-term contract.
(please state)_____

6. Work Schedule (for Part-time staff only)

Please indicate the number of hours to be worked each day (excluding lunch breaks):

Monday:	Hrs	Mins
Tuesday:	Hrs	Mins
Wednesday:	Hrs	Mins
Thursday:	Hrs	Mins
Friday:	Hrs	Mins

Alternatively, please tick here if the working hours are just to be split evenly over 5 days

7. Medical/ Dental Staff Only

Honorary contract required? YES/NO	Type of Honorary Work (please tick):	
NHS Trust(S):	Clinical <input type="checkbox"/>	Non-Clinical <input type="checkbox"/>
Purpose of honorary contract (e.g. research, clinical work):	EPP <input type="checkbox"/>	Patient-Facing <input type="checkbox"/>

8. Criminal Records Bureau (CRB) Checks

Does the appointee require a CRB check? **YES/ NO**

9. Additional Details

If there is any additional information to be included in the contract (e.g. term-time only) please state it here _____

10. Signatures

This completed form should now be signed to formally authorise Human Resources to process the new appointment. Please also provide contact details, as requested below.

Confirmation of Appointment

(Dean/ Head of School
/ Service or Nominee)

Signed: _____ Date: _____

Print Name: _____

11. Enclosures Checklist

Please ensure that, in addition to this completed and signed form, you submit the following documents to Human Resources.

- Application Form (as completed by the appointee).
- Job Description and Person Specification. *
- Proof of Funding (please attach confirmation letter/ email). *
- Proof of Right to Work in the UK – please provide copies of documents, which must be signed and dated to verify that your department has seen the originals. Further guidance is available in section 13, below.
- Blue triplicate form for staff funded by research award (for externally funded appointments only).
- References (if available) – if not yet received, please provide name of person obtaining the references _____.

* *Not applicable to Faculty of Medicine & Health appointments.*

12. Departmental Recruitment Records

Please note, you should keep a record to show the number of candidates interviewed for this post (along with their application forms), stating who was appointable/ not appointable and the appropriate reasons. These records should be kept in a secure file for 9 months before being disposed of in confidential waste.

13. Contact Details

Please provide details of whom HR should contact should they have any queries regarding the information provided in this form:

Name: _____

Extension No: _____

14. Guidance Notes

This section contains some further information which can help you to complete the new appointment of staff form:

Grade and Salary Details

A copy of the current University of Leeds Salary Scale is available at:

www.leeds.ac.uk/hr/progression/index.htm

Probation Details

Further guidance on the University of Leeds probationary procedures can be found at:

<http://www.hr.leeds.ac.uk/policies/UploadedFiles/Probation.doc>

Fixed-Term Contracts

Further guidance on the use of fixed-term contracts is available at:

www.leeds.ac.uk/hr/policy/documents/fixedtermcontract.doc

Proof of Right to Work in the UK

Further guidance on the provision of the relevant documentation is available at:

<http://www.hr.leeds.ac.uk/policies/UploadedFiles/ImmigrationAsylumNationalityAct2006.doc>

Research Staff

The Policy for the Employment of Research Staff, which also includes information about probationary procedures for Research Staff can be viewed at

<http://www.leeds.ac.uk/hr/policy/documents/employmentofresearchers.doc>

15. Further Support

Should you require any further guidance in completing this form, please contact your Faculty/ Service Human Resources Assistant. Contact details can be found at

<http://www.hr.leeds.ac.uk/contacts>