**NEWCASTLE UNIVERSITY**

**PERSONAL DATA FORM**

The personal information below is required in order to create a unique and identifiable personnel record for access and security purposes. As part of its commitment to equal opportunities, the University monitors the composition of all staff, students and other individuals who are associated with the University. The information will be used solely for that purpose.

|  |
| --- |
| PERSONAL DETAILS |
| **Please note that names must be precisely as shown on official document e.g. passport** |
| Title:  | Date of Birth:  |
| First Name:  | Gender: **Female Male** **Other (Please state):** |
| Preferred First Name:  | Nationality:  |
| Middle Name(s):  |
| Surname (Last Name):  |
| Home Address: Post/Zip/Area Code:  | Home Contact Telephone Number: Private E-mail (printed in capital letters - mandatory to receive IT logon details):  |
| Correspondence Address (if different from above): Post/Zip/Area Code:  | Alternative Contact Telephone Numbers: Alternative/Work E-mail:  |
| EQUAL OPPORTUNITIES MONITORING |
| **What is your ETHNIC GROUP? This data is used solely for monitoring purposes**Please tick the most appropriate box to indicate your background.

|  |  |  |
| --- | --- | --- |
| **A White**[ ]  White[ ]  Gypsy or Traveller | **B Mixed**[ ]  White and Black Caribbean[ ]  White and Black African[ ]  White and Asian[ ]  Any other Mixed background | **C Asian or Asian British**[ ]  Indian[ ]  Pakistani[ ]  Bangladeshi[ ]  Any other Asian background  |
| **D Black or Black British** [ ]  Caribbean[ ]  African[ ]  Any other Black background | **E Other ethnic group**[ ]  Chinese[ ]  Arab[ ]  Any other Ethnic background | **If you have ticked an ‘Other’ box, please write in the details below:** |
| [ ]  Information refused |  |  |
| **Do you have a disability?** The Equality Act 2010 describes a disabled person as: “anyone who has a physical or mental impairment, which has a substantial and long term (for at least 12 months) adverse effect on his or her ability to carry out normal day-to-day activities.”  |
| Using this definition, do you think you have a disability? **Yes No** **Information refused** **If you have declared a disability please liaise with the Academic/Service Unit to discuss any arrangements or adjustments that may be necessary.** |

 |

|  |
| --- |
| **Visit the ISS Website at** [**http://www.ncl.ac.uk/itservice/rules**](http://www.ncl.ac.uk/itservice/rules) **and ensure you read the Computer Rules of Use.** This sets out the main terms on which you may use the University’s IT facilities.  If you fail to comply with these regulations, IT facilities may be withdrawn without warning.  **Your University IT login details** will be emailed to your **private email address** provided on this form when your Personnel Record has been generated by Human Resources. |
| **Thank you for completing this form. Please sign below to indicate that the information provided is accurate and that you consent to the University processing this data.****By signing this form you are also confirming your acceptance of the IT User Agreement (**[**http://www.ncl.ac.uk/hr/recruitment/visiting.php**](http://www.ncl.ac.uk/hr/recruitment/visiting.php)**)**  |
| Signed | Date |

Any information you submit will be processed in accordance with the [Job Applicant Privacy Notice](https://www.ncl.ac.uk/media/wwwnclacuk/jobvacancies/files/job-applicant-privacy-notice.pdf)