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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PERSONAL DETAILS | | | | | | | | | | | | | |
| Surname | |  | | | | | First Name(s) | | | |  | | |
| Title | |  | | | | | Date of Birth (DD/MM/YYYY) | | | |  | | |
| Preferred Name in full | |  | | | | | | | | | | | |
| Preferred Pronouns (this field is not mandatory) | | | | She/Her | |  | | He/Him | |  | | They/Them |  |
| Home Address  (for correspondence) | |  | | | | | Term-time Address  (If different) | | | |  | | |
|  | | | | | | |  | | | | | | |
|  | | | | | | |  | | | | | | |
|  | | | | | | |  | | | | | | |
| Post Code | |  | | | | | Post Code | | | |  | | |
| Home Tel No | |  | | | | | Mobile Tel No | | | |  | | |
| NI Number | |  | | | | | E-Mail Address | | | |  | | |
| **EMERGENCY CONTACT DETAILS** – Please complete with 2 emergency contacts. Please indicate which individual is your **primary next of kin (one only please)**. To update, visit MyHR ESS | | | | | | | | | | | | | |
| Name | |  | | | | | Name | | | |  | | |
| Relationship | |  | | | | | Relationship | | | |  | | |
| Primary Next of Kin | | ☐ Yes ☐ No | | | | | Primary Next of Kin | | | | ☐ Yes ☐ No | | |
| Address | |  | | | | | Address | | | |  | | |
|  | | | | | | |  | | | | | | |
|  | | | | | | |  | | | | | | |
| Telephone Number | |  | | | | | Telephone Number | | | |  | | |
| **BANK DETAILS – For future changes to your bank details, complete the relevant Form on the Intranet** | | | | | | | | | | | | | |
| Name of Bank / Building Society | | |  | | | | | | | | | | |
| Address | |  | | | | | | | | | | | |
| Sort Code (6 digits) | | / / | | | Bank Account Number (7/8 digits) | | | | | |  | | |
| NEW POST DETAILS | | | | | | | | | | | | | |
| Job Title | | | |  | | | | | Start Date | | | | |
|  | | | | | | | | | | | | | |
| DECLARATION | | | | | | | | | | | | | |
| I declare that to the best of my knowledge the information given above is correct. By providing this information, you are consenting to this data being held in accordance with the Data Protection Act 2018 for the purposes of paying your salary or reimbursing any expenses legitimately incurred by you as an employee of the University. In addition, the processing of the data is necessary for the meeting of our legal obligations to you and for the performance of the contract between the university and its employees, including statutory and regulatory reporting. You should ensure that your emergency contacts/ (next of kin) are made aware of the information you are providing to us and how their information will be used. If you have any questions regarding your personal data, please contact the University’s Data Protection Officer at [data@rvc.ac.uk](mailto:data@rvc.ac.uk) | | | | | | | | | | | | | |
| Signature |  | | | | | | | | Date | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FOR HR OFFICE USE ONLY | | | | | | | | | |
| Cost Code |  | | | Employee No | |  | ITrent Position No | |  |
| HR Data Input |  | Date |  | | HR Data Input Checked by | |  | Date |  |
| Payroll Input |  | Date |  | | Payroll Data Input Checked by | |  | Date |  |

Other Notes: