**Personal Information Form**

Please complete this form. No payment will be made unless proof of your eligibility to work in the UK has been provided.

**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Surname |  |
| First name |  | Other names |  |
| NI number |  | Date of birth |  |
| House No. & Street: |  | Town: |  |
| City/County: |  | Post Code: |  |
| Telephone No: |  | Mobile: |  |
| Home Email: |  | Work Email: |  |
| Employee No:  *(if known)* |  | Post no:  *(if known):* |  |

**Tax Details**

If you have a P45 form from your previous employer, please bring this with you or send it to Payroll & Pensions. Otherwise, please complete HMRC’s [Starter Checklist for 2019 to 2020](https://public-online.hmrc.gov.uk/lc/content/xfaforms/profiles/forms.html?contentRoot=repository:///Applications/PersonalTax_A/1.0/SC2&template=SC2.xdp)  then print the form and send it to Payroll and Pensions team. You can find the form online at: <https://www.gov.uk/government/publications/paye-starter-checklist>

Please note that if you do not supply us with either a P45 or completed HMRC Starter Checklist form, we will use the default emergency tax code to process any salary payments.

**Pay Details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sort code: |  |  |  | | |  |  |  | Account No: |  |  |  |  |  |  |  |  |
| Account Name: | | | | | |  | | | | | | | | | | | | | |
| Building Society Roll No: | | | | | |  | | | | | | | | | | | | | |
| Bank/Building Society Name & Address: | | | | | |  | | | | | | | | | | | | | |

**Signature:**

I can confirm that the above information is correct.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**HESA (Higher Education Statistics Agency) Details**

**What is your highest qualification?** (Please cross **one** box with the most appropriate description below).

|  |  |  |
| --- | --- | --- |
| Doctorate |  | 01 |
| Other Higher Degree |  | 02 |
| PGCE |  | 03 |
| Other Postgraduate qualification (including professional) |  | 09 |
| First Degree |  | 11 |
| First Degree with QTS |  | 12 |
| Other qualifications at first degree level (including professional) |  | 19 |
| Diploma of HE |  | 21 |
| HND/HNC |  | 22 |
| Other undergraduate qualification (including professional) |  | 29 |
| ‘A’ level, Scottish Higher or equivalent (NVQ/SVQ Level 3) |  | 31 |
| ‘O’ level/GCSE or equivalent (NVQ/SVQ Level 2) |  | 32 |
| Other qualifications |  | 97 |
| No qualifications |  | 98 |
| **Teaching staff only: What is the academic discipline that you are currently teaching?**  **Do you hold a teaching qualification?**  Yes  No  If yes; please specify which teaching qualification: |  |  |

**Previous Employment (most recent)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Another HEI in the UK |  | 01 | **Please state which UK HEI**: |  | | |
| HEI in overseas country |  | 02 | Private industry/commerce in UK | |  | 12 |
| Other education institution in UK |  | 03 | Self- employed in UK | |  | 13 |
| Other education institution in an overseas country |  | 04 | Other employment in UK | |  | 14 |
| Research institute in the UK |  | 05 | Other employment in overseas country | |  | 15 |
| Research institute overseas |  | 06 | Working in a research institute (private) in the UK | |  | 16 |
| Student in UK |  | 07 | Working in a research institute (private) in an overseas country | |  | 17 |
| Student in overseas country |  | 08 | Working in a research institute (public) in the UK | |  | 18 |
| NHS/General medical or General dental practice in UK |  | 09 | Working in a research institute (public) in an overseas country | |  | 19 |
| Health services in an overseas country |  | 10 | Working in the voluntary sector | |  | 20 |
| Other public sector in UK |  | 11 | Not in regular employment | |  | 21 |

**Emergency Contact Details Form**

Please provide details of two people who may be contacted in case of emergency such as an accident or illness at work. Please ensure that the individuals named consent to be contacted in the event of an emergency.

**Primary Emergency Contact**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Address: |  | | |
| Mobile No: |  | Home Tel No: |  |
| Work Tel No: |  | Relationship: |  |

**Secondary Emergency Contact**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Address: |  | | |
| Mobile No: |  | Home Tel No: |  |
| Work Tel No: |  | Relationship: |  |

**Signature:**

I can confirm that the information I have provided on this form is correct.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**Equal Opportunities Monitoring Form**

SOAS is committed to having fair and inclusive approach in its responsibilities as an employer and as a higher education institution (HEI). You are encouraged to complete this Monitoring Form and to read the supporting information below this form to see how the information that you provide helps us to achieve our commitments:

**Legal gender:** Male:  Female:

**Is your gender identity the same as the gender you were originally assigned at birth?**

Yes  No  Prefer not to say

**Marital Status:**

Married:Single:Divorced: Civil Partnership: Widowed Prefer not to say:

**Do you have a disability?** No:  Yes:  Information refused:

If yes, please specify:

In the event of an emergency requiring evacuation, would you need assistance to leave the building? No:  Yes:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| If the answer to this question is yes, your line manager will be informed, and they will discuss a Personal Emergency Evacuation Plan (PEEP) with you.   |  |  | | --- | --- | | **What is your nationality?** |  | | | | | |

**What is your ethnic origin?**

Ethnic origin is not about nationality, place of birth or citizenship but about colour and broad ethnic group.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White – British |  | 11 | Chinese |  | 34 |
| White Irish |  | 12 | Other Asian background |  | 39 |
| Other white background |  | 19 | Mixed – White and Black Caribbean |  | 41 |
| Black or Black British – Caribbean |  | 21 | Mixed – White and Black African |  | 42 |
| Black or Black British – African |  | 22 | Mixed – White and Asian |  | 43 |
| Other black background |  | 29 | Other mixed background |  | 49 |
| Asian or Asian British- Indian |  | 31 | Arab |  | 50 |
| Asian or Asian British – Pakistani |  | 32 | Other ethnic background |  | 80 |
| Asian or Asian British – Bangladeshi |  | 33 | Information refused |  | 98 |

**What is your sexual orientation?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bisexual |  | 01 | Heterosexual |  | 04 |
| Gay man |  | 02 | Other |  | 05 |
| Gay woman/lesbian |  | 03 | Information refused |  | 98 |

**What is your religion?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No religion |  | 01 | Christian - Other denomination |  | 09 |
| Buddhist |  | 02 | Hindu |  | 10 |
| Christian |  | 03 | Jewish |  | 11 |
| Christian - Church of Scotland |  | 04 | Muslim |  | 12 |
| Christian - Roman Catholic |  | 05 | Sikh |  | 13 |
| Christian - Presbyterian Church in Ireland |  | 06 | Spiritual |  | 14 |
| Christian - Church of Ireland |  | 07 | Any other religion or belief |  | 80 |
| Christian - Methodist Church in Ireland |  | 08 | Information refused |  | 98 |

**Your data helps us to look after our workforce and student body**

Through having an accurate understanding of our workforce, students and other stakeholders, we can analyse the impact of our policies and practices to ensure that working at SOAS benefits everyone.

**Regulatory requirements**

HEI’s have specific requirements under the Public Sector Equality Duty (PSED) of the Equality Act 2010. This means that we are need to collect and publish workforce information to comply with legal requirements. SOAS is also required to collect this information to meet Higher Education Statistics Agency (HESA) requirements for all institutions to gather and provide staff and student demographic data. SOAS from time to time will also share your data with a third party ‘data processor’, which processes the data on SOAS’s behalf, only on our instruction and for our benefit (e.g. staff survey, to look at responses from different groups). In all these cases, individuals cannot be identified from anonymised and aggregated data.

**Your Choice**

Disclosing this personal information is purely voluntary. By doing so, you will be helping us to better understand the diversity of our staff and student body, and therefore to examine the impact of our policies for everyone.

The personal information provided in this form will be processed by SOAS in accordance with the requirements of the General Data Protection Regulation (GDPR) and Data Protection Act (2018). Access to this data is limited to data analyst staff who will only see the data at the highest level.

We will hold your data securely, and ensure that no third party has access to this **unless permitted or required to do so by law. We will retain the data you provide us in line with our retention schedule, on the SOAS website here:** [SOAS Retention Schedule](https://www.soas.ac.uk/infocomp/recordsmanagement/retention/file74425.pdf)**.** Your personal data will be processed for the following reasons:

* Analysing the impact of policies and practices on different groups at SOAS
* Using this data to ensure that we work towards ensuring that our workforce is reflective of wider society
* Identifying any inadvertent impact of our policies and practices on particular groups
* Monitoring recruitment, promotion and retention of staff
* Publishing and providing data to meet our regulatory requirements
* Demonstrating our compliance with the requirements of the equalities Act (2010)

**You can find out more about our privacy policies and how we comply with the requirements of the Data Protection Act by clicking on the link below:**

<https://www.soas.ac.uk/infocomp/dpa/>