**\* Please complete and return to** [**hr-research@eng.cam.ac.uk**](mailto:hr-research@eng.cam.ac.uk)**.**

**Any queries should be sent to** [**hr-research@eng.cam.ac.uk**](mailto:hr-research@eng.cam.ac.uk)**or telephone (7)48220 \***

**Please ensure you contact the IT Team** ([**helpdesk@eng.cam.ac.uk**](mailto:helpdesk@eng.cam.ac.uk)) **in good time to discuss hardware/software requirements for the new starter.**

**REQUEST TO APPOINT**

Please see the HR office (Research and Visitors) website for Guidance notes on recruitment processes:

<https://www.researchandfinance.eng.cam.ac.uk/research-staff-visitors/staff-recruitment>

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Grant Holder/ PI** | | | |  | | |
| **Supervisor (if different) Must be an established academic** | | | |  | | |
| **Division** |  | **Research Group** |  | | | |
| **Part 1: Details of Person to be Appointed**  **IMPORTANT: Where Web Recruitment has not been used (ie named on a grant or through a fellowship), Part 1 must be completed by the appointee along with a CHRIS/6** | | | | | |
| **Title (e.g. Mr, Miss, Dr)** | | |  | | |
| **Forenames (exactly as appearing in passport)** | | |  | | |
| **Surname (exactly as appearing in passport)** | | |  | | |
| **Address to send the contract of employment:** | | |  | | |
| **Address current HOME if different from above:** | | |  | | |
| **Immigration Status**  Are you/they a settled worker (i.e. do you/they have the permanent right to work in the UK (for example as a British or EEA citizen)?  If no, do you/they already have temporary permission to work in the UK?  If yes, please specify your/their visa type and end date: | | | | | Yes / No  Yes / No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Are you/they currently employed by Cambridge University?**  If yes: at which Department? From what start date? | Yes / No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Are you/they registered as a research student at Cambridge University?**  **(For guidance on the employment of students,**  **please see the Board of Graduate Studies website)** | Yes / No  Submission date: | Are you/they a current undergraduate? | Yes / No |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Have you/they ever had a Cambridge University email address?**  **If yes: what was the user ID?** | | | | | | | | |  | | | | | | | | |
| For more information about how we handle your personal information, and your rights under data protection legislation, please see: <https://www.information-compliance.admin.cam.ac.uk/data-protection/staff-data>  **Part 2: Details of Position to be Filled**  **These details must match those provided in the advert (or where Web Recruitment has not been used, it matches the grant)** | | | | | | | | | | | | | | | | |
| **Position Title Check one**   |  |  | | --- | --- | | Research Assistant (Grade 5)  Will they be promoted to Associate on receipt of PhD award: Yes / No |  | | Research Associate (Grade 7) |  | | Senior Research Associate (Grade 9) |  | | Other: please specify (e.g. Marie Curie Early Career Researcher): |  | | | | | | | | | | | | | | | | | |
| **Job Title (as it appeared in the advert)** | | | |  | | | | | | | | | | | | |
| [e.g. Research Associate in the Impact Properties of Textile Composites] | | | | | | | | | | | | |
| **Salary** | | | £ | | | | | | | **Spine point** | | | | | | |
| **Hours of work** | Full time? | Yes/No | | | or | Part time? | Yes/No | | | % f/t |  | Number of hours? | | |  | |
|  | | | | | | | | | | | | | | | | |
| **Intended location in the Department, as precise as possible, i.e. room / laboratory. Use new room numbers** | | | | | | | |  | | | | | | | | |
| **Network telephone number** | | | | | | | |  | | | | | | | | |
| **Date the position was advertised** | | | | | | | | dd/mm/yyyy | | | | | | | | |
| **Advert Ref Number** | | | | | | | | NM | | | | | | | |
| **Preferred start date** | | | | | | | | dd/mm/yyyy | | | | | | | |
| **End date / limit of tenure - must match advert** | | | | | | | | dd/mm/yyyy | | | | | **or months** |  | |

|  |  |  |
| --- | --- | --- |
| **Role description**  Please provide a comprehensive Role Description including a justification of the end date, based on the main body of the job advert. For project-based roles, focus on the deliverables; for skills-based roles, focus on the applications. |  | |
| **Will the individual’s research involve working with children or vulnerable adults?**  If Yes, please make this clear to the Research Office. | | Yes/No |
|  | |  |
| **Objective justification for fixed-term appointments**  *If the appointment is fixed-term please specify the reason for the fixed-term nature of the contract.*  *A detailed justification of why the post is fixed-term should have been given in the advert.* | | **Please cross one box** |
| 1. Where the availability of funding supporting the cost of the post is limited e.g. if the purpose of the appointment is to carry out work on a research grant or contract which is externally funded and the funds determine the expiry date of the contract OR to undertake a specific project within a specified timeframe | |  |
| 2. Other | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please provide details on applicant and shortlist numbers for this vacancy :**   |  |  |  |  | | --- | --- | --- | --- | | Total number of applicants |  | Number of shortlisted applicants |  |   **Part 3: Supporting Documents**  **Checklist (IMPORTANT: upon requesting these documents, please ensure you follow and adhere to University guidelines on Applicant Data:** [**https://www.hr.admin.cam.ac.uk/hr-staff/hr-data/applicant-data**](https://www.hr.admin.cam.ac.uk/hr-staff/hr-data/applicant-data)**)** Format | |
| Applicant’s passport identity page. Unless a visa is needed, you must have verified the individual’s right to work in the UK. Please include copies of any residence permits. <https://www.hr.admin.cam.ac.uk/hr-services/immigration/right-work-checks/completing-check> | Electronic/Paper copy |
| Applicant’s Share Code (If they hold an existing visa in the UK) | Electronic/Paper copy |
| Applicant’s CV and CHRIS6 cover letter  (can be found on Web Recruitment OR where Web Recruitment has not been used, the appointee to complete manually: <https://www.hr.admin.cam.ac.uk/forms/chris6-cover-sheet-cvs>) | Electronic/Paper copy |
| References (minimum of two, three for SRA, PRA and DoR positions)  (See request guidance: <https://www.hr.admin.cam.ac.uk/recruitment/step-3-recruit-and-select/request-references>) | Electronic/Paper copy |
| Evidence of highest qualification (with translation where not in English) | Electronic/Paper copy |
| Interview notes (using an HR10 - <https://www.hr.admin.cam.ac.uk/forms/hr10-assessment-record>) – **for the selected applicant only**. | Electronic/Paper copy |
| HR4 Salary case: <https://www.hr.admin.cam.ac.uk/forms/hr4-starting-salary-case>  (only necessary when appointing above first 3 salary spine points) Grade 5 SP39 (if not post-submission) and upwards, Grade 7 SP44 and upwards and Grade 9 SP52 and upwards. | Electronic/Paper copy |
| Fellowship appointments (and where Web Recruitment has not been used), a copy of the grant sponsor documentation, showing the individual named (NB: an X5 will not suffice) | Electronic/Paper copy |

**Part 4a: Funding Details**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Account code: Grant details: | Sponsor | Grant Award | Project Number | Task Number | Grant  Start Date | Grant  End Date | % of charge allocation |
|  |  | RG | NMZ |  |  |  |  |
|  |  | RG | NMZ |  |  |  |  |
|  |  | RG | NMZ |  |  |  |  |
|  |  | RG | NMZ |  |  |  |  |
| General Ledger Account | CUED |  | JN |  |  |  |  |

**Part 4b: Financial Support for Visas:**

In line with the University’s new ‘Financial Support for Visas’ scheme coming into effect in October 2024, the department must now cover visa costs associated with new workers joining the Department on a **Skilled Worker Visa** or **Global Talent Visa. There is an expectation on the PI to cover costs of these visas spanning the employment period. Further details can be found here:** [Financial support for visas | Human Resources](https://www.hr.admin.cam.ac.uk/financial-support-visas), this was further communicated at the Department level in Head of Department’s email dated 05 December 2024.

The scheme has introduced the option of a virtual credit card to be offered to the new starter at the point of applying for their visa, to cover the upfront cost of the visa and its associated costs (where applicable). For this, we need to understand the following:

|  |  |
| --- | --- |
| Please nominate a permissible funding source to cover the associated visa costs | General Ledger:  Grant: |
| Please confirm whether you are willing to cover costs for a priority/super-priority fast-track application (£500/£1000) | Y/N |

For further information on visa costs:

[Apply for the Global Talent visa : Overview - GOV.UK](https://www.gov.uk/global-talent)

[Skilled Worker visa: How much it costs - GOV.UK](https://www.gov.uk/skilled-worker-visa/how-much-it-costs)

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| --- | --- | --- |
| **Finance Office Approval**  **[Please email** [**finance-office@eng.cam.ac.uk**](mailto:finance-office@eng.cam.ac.uk) **if the appointee is a registered CUED student]** | Date: | Signed: |
| FBO Approval for all SRA, PRA and DoR appointments  Head of Department to sign | Date: | Signed: |

**Part 5: Job Hazard Evaluation Form**

Please complete and return Appendix 1 (OHF29 - Job Hazard Evaluation Form) to the Research Office along with the other appointment paperwork.

**JOB HAZARD EVALUATION FORM AND INSTRUCTIONS**

The purpose of this form is to identify if an employee/student requires a health assessment before they can undertake their work/study activities. The form contains a list of workplace activities that may require a health assessment, along with the activity exposure criteria used to determine if a health assessment is required. The form should be completed electronically by the **new employee** and their **recruiting officer / line manager,** and **new student** and their **supervisor,** either before or at induction**. Current employees/students** should complete the form with their **line manager/supervisor.** If the form identifies that an individual’s work/study activities meet the criteria required for a health assessment, the **referrer** should email the completed form with **all** required documentation to: [JobHazardReferrals@admin.cam.ac.uk](mailto:JobHazardReferrals@admin.cam.ac.uk). If no hazards are identified, the form should be saved to the employee/student HR file records only, do not send a copy to us.

Information on the health assessment process can be found at [Health assessment | Human Resources](https://www.hr.admin.cam.ac.uk/recruitment/stage-4b-pre-employment-checks/health-assessment)

**Data Protection information**

The information supplied on this questionnaire will be held in confidence by the University Occupational Health Service as part of the individual’s occupational health record. For full details of how an individual’s personal information is used by the Occupational Health Service, please see [Confidentiality Statement | Occupational Health](https://www.oh.admin.cam.ac.uk/general-information/confidentiality-statement)

|  |  |  |  |
| --- | --- | --- | --- |
| **Individual:** | | | |
| Surname: |  | Title: |  |
| First names: |  | Date of Birth: |  |
| Department: |  | Start date: |  |
| Role title: |  |  |  |
| Status: | Select as appropriate: Research staff / Technical staff / Undergraduate / Postgraduate / Academic Visitor / Administrative / Academic / Other | | |
| Email: |  | Tel./ Mobile: |  |
| **Referrer:** | | | |
| Name: |  | Job/Role title: |  |
| Relationship to employee/student | Select as appropriate: Recruiting Officer / Line Manager / Supervisor | | |
| Email: |  | Tel. / mobile: |  |

**Does the job/study involve any of the following activities? Only answer yes if the activity meets the criteria as described below. Answering ‘yes’ means health assessment will be required for that activity.**

|  |  |  |
| --- | --- | --- |
| **Activity and criteria for health assessment** | **Meets criteria?** | **Actions required** |
| Animal, laboratory animal and insect work  Means a person will have direct and/or indirect contact, e.g., through location of office/laboratory in relation to the animal facility, including domestic (farm animals and birds). | Yes / No (delete as appropriate) | If yes, please complete and return the: [Allergy initial health assessment work with Animals / Insects & Arthropods form](https://www.oh.admin.cam.ac.uk/animal-allergy-initial-health-assessment-form#overlay-context=oh-forms).  Enrolment on the Animal Allergy (AA) health surveillance programme will be required prior to commencement of this work. |
| **Activity and criteria for health assessment** | **Meets criteria?** | **Actions required** |
| Deliberate handling of category 3 pathogens or Genetically Modified Organisms (GMOs)  Means the person will be intentionally culturing or handling cultures of Hazard Group 3 pathogens or GMOs classified as class 3 projects based on their risk to human health. | Yes / No *(delete as appropriate)* | Email copies of the relevant risk assessment(s) associated with these work activities to allow us to determine whether you meet the criteria for deliberate handling of class 3 pathogens or GMOs.  If yes, an occupational health assessment will be required prior to commencement of this work. |
| Screened and unscreened human tissue and /or blood  Means the person will work with screened and unscreened human tissue and /or blood. | Yes / No *(delete as appropriate)* | If yes, the employee/student should either supply documented evidence of previous hepatitis B vaccination and immunity (immunisation dates, serology dates and results), e.g. provide a GP print out and/or vaccination record book, or Occupational Health will arrange appointments for a course of hepatitis B vaccination prior to commencement of this work. |
| Occupational Health clearance for Research Passport  Means the person requires a Research Passport with Occupational Health clearance in order to be allowed ealth clearanceto undertake their work/studies. | Yes / No *(delete as appropriate)* | Discuss first with the relevant NHS or University HR adviser to determine whether occupational health clearance is required for the Research Passport.  If they confirm that Occupational Health clearance is required, please complete and return: [OHF10 form - Research Passport health assessment questionnaire](https://www.oh.admin.cam.ac.uk/oh-forms/research-passport-questionnaire) |
| Classified higher risk radiation work  Means the person will be working with radioactive substances or machine generators, that is, as confirmed by a University Radiation Protection Adviser (RPA), likely to result in the individual receiving, in any year, an ionising radiation dose three tenths that of any statutory radiation dose limit (6 mSv whole body dose, 150 mSv hand/skin dose). | Yes / No *(delete as appropriate)* | Discuss first with your Departmental RPA to determine whether you will be undertaking classified higher risk radiation work.  If they confirm that the work involves exposure to classified higher risk radiation, a medical assessment will be required prior to commencement of this work. |
| Respiratory/skin sensitisers e.g. solder flux, latex, isocyanates, wood dust, glues and resins  Means the person will be exposed to respiratory and/or skin sensitisers as identified through risk assessment. | Yes / No *(delete as appropriate)* | Email copies of the relevant risk assessment(s) associated with these work activities to allow us to determine whether these constitute exposure to a respiratory and/or skin sensitiser.  Depending on exposure, enrolment on the OH health surveillance programme may be necessary prior to commencement of this work. |
| Toxic metals  Means the person will be exposed to toxic metals as identified through risk assessment. | Yes / No *(delete as appropriate)* | Email copies of the relevant risk assessment(s) associated with these work activities to allow us to determine whether these work activities constitute exposure to toxic metals.  Depending on exposure, enrolment on the OH health surveillance programme may be necessary prior to commencement of this work. |
| **Activity and criteria for health assessment** | **Meets criteria?** | **Actions required** |
| Driving  Means use of mechanised **pallet trucks/forklifts** trucks only. | Yes / No *(delete as appropriate)* | If yes, please complete and return: [OHF07 form - Fork Lift Truck / Driver](https://www.oh.admin.cam.ac.uk/oh-forms/fork-lift-truck-driver) |
| Harmful noise  Means the person will have regular exposure to noise at a level that is identified as harmful, as identified through noise measurement assessment undertaken by the Safety Office. | Yes / No *(delete as appropriate)* | Email the related risk assessment(s) with these work activities to allow us to determine whether these work activities constitute exposure to harmful noise.  Depending on exposure, enrolment on the OH health surveillance programme may be necessary prior to commencement of this work. |
| Harmful hand arm vibration (HAVS)  Means the person will regularly use vibrating tools or an action at a level that requires health surveillance, as identified through HAVS measurement assessment undertaken by the Safety Office. | Yes / No *(delete as appropriate)* | Email the related risk assessment(s) with these work activities to allow us to determine whether these work activities constitute exposure to HAVS.  Depending on exposure, enrolment on the OH health surveillance programme may be necessary prior to commencement of this work. |
| Night work  Means a person will have regular night work of at least 3 hours between 23:00hrs and 06:00hrs (inclusive) only - not working late in the evening. | Yes / No *(delete as appropriate)* | If yes, please complete and return: [OHF32 form - Health Assessment Questionnaire for Night Workers](https://www.oh.admin.cam.ac.uk/oh-forms/health-assessment-questionnaire-night-workers) |
| Food handling  Means the person’s work will involve the preparation of uncooked food, e.g. by chefs, it does **not** mean the handling of wrapped food, such as sandwiches and biscuits. | Yes / No *(delete as appropriate)* | If yes, please complete and return: [OHF05 form](https://www.oh.admin.cam.ac.uk/oh-forms/food-handlers-questionnaire)  [- Food handlers questionnaire | Occupational Health](https://www.oh.admin.cam.ac.uk/oh-forms/food-handlers-questionnaire) |
| Other - *Please specify here.*  Answer ‘yes’ if the job requires a specific health assessment to meet the requirements of a joint employer or work placement or specific infection control measures. | Yes / No *(delete as appropriate)* | If yes, please email copies of the risk assessments associated with this exposure. |