|  |
| --- |
| Personal Circumstances Application Form |
| **Staff Member’s Name:** |  |
| **Staff Number:** |  |
| **Progression call:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|

|  |
| --- |
| **Briefly** **outline the Personal Circumstances that you wish taken into account in evaluating your promotion application (for example, caring responsibilities, periods of maternity/paternity/adoption leave, bereavement, ill health or injury, or disability).***Example Text**XYZ Leave* *Critical illness – I was diagnosed with a critical illness (xxx) and was on sick leave from x to x. I underwent xxx treatment* |

 | **From:***22/12/2022**01/01/21* | **To:***21/06/23**30/04/22* |
| **Briefly outline the impact of your Personal Circumstances on your career trajectory to date and ability to accrue merit in the category/categories where you were affected:****Research and Scholarship (provide detail if applicable):** **Teaching (provide detail if applicable):** **Service to College (including service via the hospital/health service) (provide detail if applicable):****Engagement with Discipline (provide detail if applicable):** | **From:** | **To:** |
| **To be completed by HR** |
| **Date of JAPC** | **Personal Circumstances apply** | **Personal Circumstances do not apply** |
|  |  |  |
| **Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ [to be signed by relevant Committee Chair] |