**APPLICATION FORM FOR PROMOTION**

CONTEXTUAL FACTORS FOR APPENDING TO APPLICATION FORM, WHERE APPLICABLE

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| **APPLICANT DETAILS** | | | |
| **Title** |  | **Forename(s)** |  |
| **Surname** |  | **Professional surname**  **(if applicable)** |  |
| **Personal Reference Number (8-digit)** |  | | |
| **Email address** |  | | |
| **Current position title** |  | | |
| **Current Institution**  **Department/Faculty** |  | **School** | Choose an item. |
| **College (if applicable)** |  | | |
| **Appointment start date**  *(in your current post)* |  | **Appointment end date**  *(if applicable)* |  |
| **Continuous service date**  *(The date your employment with the University commenced)* | | |  |

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| **Contextual Factors**  Please provide details of any Contextual Factors that have affected your performance since your last promotion/appointment. Contextual factors may include, but are not limited to: part-time working, ill health, disability, caring responsibilities, or periods of prolonged leave such as maternity, parental or bereavement. This may also include difficulties you faced as a result of the COVID-19 pandemic, which continue to impact your current or future work.  You should focus on the impact the factors have had on you and your performance since your last promotion/appointment and should not include explicit details of the factors themselves, which may be highly sensitive. Please note that the information your provide will be shared with your Head of Institution when they are preparing the Institutional Statement, and with all the committees involved in the assessment of your application. It will not be shared with referees.  If you have any concerns about disclosing details of your personal circumstances because of its sensitive nature, please contact your Lead HR Business Partner for advice on how to proceed.  Please note, if you choose to provide Contextual Factors which include health-related matters, the Faculty Committee assessing your application may refer you to Occupational Health with your permission, in order to obtain specialist medical advice about the impact of these matters on your duties. It is important to note that providing Contextual Factors will not have a detrimental effect on your application for promotion, nor will an Occupational Health referral.  (maximum of 500 words) | |
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| **Please enter word count** |  |

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| **Please sign and date the form before submitting to** [**acp@admin.cam.ac.uk**](mailto:acp@admin.cam.ac.uk) **with your application form** | |
| **Signature** |  |
| **Date** |  |