**APPLICATION FORM FOR PROMOTION**

CONTEXTUAL FACTORS AND COVID-19 IMPACT STATEMENT 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 and all personal circumstances that you wish to be taken into consideration when evaluating your teaching and scholarship or service to the University and to the academic community (for example, caring responsibilities, periods of family leave, bereavement, ill health or injury, or disability), giving details of the impact on your duties.  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. This Annex will not form part of the applicant documentation sent to referees. However, the information you provide here will be taken into account by the promotions committees when assessing your case.  Please note, if you choose to provide details of any health-related matters, the Faculty Committee assessing your application may refer you to Occupational Health, 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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| **COVID-19 Impact Statement**  We recognise that the COVID-19 pandemic has had a significant impact on the HEI sector and many teaching and scholarship staff will have faced difficulties in carrying out their usual duties. We therefore welcome a voluntary statement detailing the impact on your current or future work.  This can include access to labs and other resources due to building closures, access to primary data or opportunities to travel abroad to disseminate scholarship or other circumstances. It may also include impacts as a result of caring responsibilities for children and/or other dependants, mental health issues such as heightened stress and anxiety over this period, or other disability related impacts. This voluntary statement will be taken into account by the relevant promotions panel when evaluating your case for promotion. You may include reference to personal matters which have affected your work if you wish; however, there is no requirement to do so, nor are you required to disclose if you were furloughed.  Please set out below details of the impact of the COVID-19 pandemic on your achievements and/or ability to carry out your usual duties during this time and your assessment of the cumulative impact on your future work. (maximum of 1,000 words) | |
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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** |  |