

Continue

































The HR forms and templates are arranged into eight broad categories. Within each section, forms are listed alphabetically by their title. Click a category name below to jump to that category. Alternatively, if you know the form code or name, you can search for it using CTRL+F (Command + F for Mac users). Most Popular Forms Title Code Category

Sickness Self-certificate CHRIS/62 Life Events and Leave Staff Review and Development (appraisal) form PD25 Development and Reward New Starter Details CHRIS/22 Recruitment and Appointment 1. Recruitment and Appointment Forms related to recruitment and appointment. Includes New Starter Details (CHRIS/22), Application for Employment (CHRIS/5) and Cover Sheet for CVs (CHRIS/6) Title Code Last Updated Academic, Academic-Related, Research and Assistant staff appointment form CHRIS/10 and CHRIS/10A 31/05/2013 Acknowledgement of application template HR9 04/07/2012 Application for Employment CHRIS/5 22/10/2021 Apprenticeship Appointment Request CHRIS/10B 30/08/2018 ATAS Summary Statement of Research Template HR58 21/05/2021 Cover Sheet for CVs CHRIS/6 22/10/21 COVID-19 Voluntary Impact Assessment Form COVID Impact Assessment Form 28/08/2020 ECS Employee Permission Letter ECS Employee Permission Letter 20/06/2019 Equal opportunities and recruitment data collection EO Return 26/07/2012 Further Information template HR7 09/10/2024 International Working - Travel Calendar Travel Calendar 13/08/2019 International Working Form HR56 01/11/2018 International Working Short-Term Business Visitor (STBV) Payroll Travel Tracker STBV Payroll Travel Tracker 14/08/2019 Interview Checklist (Chair) HR16 18/11/2012 Interview Invitation template HR13 18/11/2013 New Short-Term (casual) Appointment CHRIS/11 30/01/2013 New Starter Details CHRIS/22 16/01/2023 Offer Letter Template HR18 14/06/2019 Offer Letter Template (Apprenticeship) HR18A 08/01/2019 Recruitment Checklist HR5 10/01/2018 Recruitment Incentive Payment RHPHR 01/06/2017 Reference Request template HR14A, HR14B and HR14C 22/12/2024 Reimbursement of relocation expenses form PD36 01/10/2022 Rejection letter template HR12 04/07/2012 Rental Deposit Loan Scheme Application Form HR55 19/10/2019 Response to Job Enquiry template HR8 05/08/2015 Role Profile Template Role Profile 01/02/2017 Selection Assessment Record HR10 04/07/2012 Selection Assessor Notes template HR17 04/07/2012 Selection Criteria template HR6 04/07/2012 Selection Process Schedule HR15 08/08/2011 Selection Results Grid HR11 25/10/2021 Starting Salary Case HR4 01/02/2023 Tier 4/Student visa Right to Work Checklist HR35 20/08/2014 2. Screening and Safety Forms for screening and incident reporting. Includes Incident Report Form (HR34) Title Code Last Updated Assessment of a Disclosed Criminal Conviction HR20 04/07/2013 Assessment of a Security Check Disclosure HR20A 28/07/2014 Basic Disclosures and Security Check request form HR21 15/03/2016 Children and Adults at Risk Assessment form HR33 10/12/2019 DBS Check request form HR19 and HR19A 11/03/2014 Job Hazard Evaluation Form OHF29 09/08/2018 On-Offer Referral Form OHF04 11/08/2021 Safeguarding Incident Report Form HR34 28/07/2014 Work Health Declaration OHF30 15/06/2022 4. Contract Changes Forms for changes to existing contracts Includes Extension to Tenure and Changes to Funding (CHRIS/53) Title Code Last Updated Change of hours and working pattern CHRIS/54 27/04/2023 Extension to tenure and changes to funding CHRIS/53 20/01/2021 Promotion from Research Assistant to Research Associate on award of PhD Form CHRIS/51 21/12/2020 Record of consultation on end of open ended contract CHRIS/44 08/09/2022 Record of consultation on ending of fixed term contract CHRIS/43 08/09/2022 Request for extension or amendment of a post or office CHRIS/50 27/04/2023 Request to grant the titles of Affiliated Lecturer, Affiliated Assistant Professor, Affiliated Associate Professor or Affiliated Professor CHRIS/84 08/10/2021 Suppression of Post form CHRIS/52 06/12/2013 5. Development and Reward Forms relating to Development and Reward Includes Staff Review and Development (appraisal) forms (PD25, PD26 and PD27) Title Code Last Updated Academic Career Pathway transfer application 16/02/2014 Application for vocational training PD5 06/09/2019 Career management scheme for contract research staff, self appraisal PD/REV/CRS Proposal for Contribution Increments (Research staff) HR37 Proposal for Contribution Rewards (Academic Related and Assistant staff) PD30 16/11/2015 Proposal for Contribution Rewards (Academic Related Grade 12) PD32 18/09/2023 Staff review and development (appraisal) forms PD25, PD26 and PD27 6. Life Events and Leave Forms relating to personal changes, work-life balance, or time away from the University. Includes Sickness Self Certificate (CHRIS/62) and Special Leave Application Form (CHRIS/68) Title Code Last Updated Adoption Leave Application Form CHRIS/64 01/10/2024 Application for Leave from University Office to Undertake Research Fellowship at the University of Cambridge CHRIS/69 06/12/2013 Application for temporary leave to work flexibly CHRIS/74 27/04/2023 External Secondments CHRIS/71 12/11/2013 Flexible working request forms FLEXAF 27/04/2023 International Working Form HR56 01/11/2018 Graduated Return from Maternity form CHRIS/70 05/09/2022 Leave of absence application form (Academic and Study Leave) CHRIS/67 05/09/2022 Maternity Leave Application Form CHRIS/60 01/10/2024 Maternity / Adoption Leave Notification of Return form CHRIS/61 05/09/2022 Neonatal Care Leave Form CHRIS/85 06/04/2025 Parental Bereavement Leave and Pay Form HR57 05/09/2022 Parental Leave application form CHRIS/66 05/09/2022 Paternity Leave application form CHRIS/65 01/10/2024 Rental Deposit Loan Scheme Application Form HR55 19/10/2018 Shared Parental Leave forms CHRIS/75 01/10/2024 Sickness Self Certificate CHRIS/62 23/04/2020 Special Leave (Paid and Unpaid) Application Form CHRIS/68 05/04/2024 Staff and student relationship declaration form SSR 18/07/2024 Substitute teaching form STF 01/10/2009 Temporary Workers' Sickness Self Certificate CHRIS/73 17/02/2022 Travel to work loan scheme application form PD35 01/02/2006 Working from home ('teleworking') form PD/WFH 7. Payment and Benefits Finance-related forms and paysheets Title Code Last Updated Application for Pension Cash Supplement HR/SILP 01/07/2017 Appointment form for students paid an allowance through the payroll CHRIS/30 04/03/2016 Case for Additional Responsibility Payments HR31 01/03/2012 Change of bank account details CHRIS/21 06/11/2018 Hourly payments input form CHRIS/80 05/04/2011 Guaranteed Minimum Hours Payment Input Form CHRIS/89 (GMHC) 01/11/2022 Intern timesheet PD31 01/07/2010 Non-Pensionable Payments for Administrative Responsibility (termly payments) - previously called Non-Pensionable Additional Payments (ad hoc payments) - previously called Non-Recurrent Payments: CHRIS/82 and CHRIS/82R CHRIS/82 12/09/2023 Guaranteed Minimum Hours Non-Recurrent Payment Form CHRIS/82 (GMHC) 01/11/2022 Overtime at special rate CHRIS/83 05/04/2011 Overtime payments CHRIS/81 05/04/2011 Student banking details CHRIS/31 13/12/2019 TES Timesheets for temporary staff TES/1, TES/2, and TES/3 UPS forms (Finance Division) UPS Forms 8. Leaving Forms relating to retirement and leaving Title Code Last Updated Application for Flexible Retirement RP4 17/09/2019 Application for Partial Retirement (NHSPS members only) RP4a 26/03/2024 Leaver Arrangements Template Letter HR32 and HR32A 29/01/2014 Notification of Intention to Retire RP1 01/10/2017 Record of Workplace Discussions regarding Retirement Intentions RP3 01/10/2017 Request for EJRA-Applicable University Officer to Continue Working Beyond the Retirement Age RP2A 01/01/2018 Retirement Extension request (Details of Funding) RP2B 01/01/2018 Raising a formal grievance. Raising an appeal against a grievance outcome. Appealing against the outcome of a disciplinary. Making a statutory flexible working request. Appealing against being made redundant. Requesting a reasonable adjustment at work. Telling your employer you're pregnant and you want to take maternity leave. Booking, cancelling or changing shared parental leave. Acknowledging a worker's resignation. Giving notice of disciplinary hearings. Warnings and dismissals. Giving the outcome of a disciplinary. Warnings, dismissals and 'no action'. Arranging appeal meetings or giving a worker the result of an appeal. Telling a worker they're subject to an investigation. Meeting invites. Telling a worker why they have been suspended and what happens next. Acknowledging a statutory flexible working request. Confirming next steps. Confirming a decision on a statutory flexible working request. Telling a worker they're at risk, being consulted, or being made redundant. Writing a settlement agreement and sending letters to discuss settlement. Offering a job to a successful candidate. Asking for a reference for an applicant. Confirming reasonable adjustments with a worker. Asking a worker's doctor about their fitness for work. Responding to a worker who has told you they're pregnant. Confirming a worker's shared parental leave. Writing a 'written statement of employment particulars'. Reviewing a worker's performance. Objectives. Manual workers. Promotion. Keeping a record of disciplinary action. Planning and reporting on an investigation. Going through a TUPE transfer as an old or new employer. Introducing a new worker to their organisation. Describing an advertised job role. With examples. Getting information from a job applicant. Monitoring equality and diversity of job applicants or the workforce. Reviewing and monitoring reasonable adjustments. Structuring and recording a return to work meeting with a worker. Creating a flexible working policy. Creating a disciplinary procedure. Creating a grievance procedure. Creating an equality, diversity and inclusion policy. Purpose. Commitments. Creating a bereavement policy. Paid and unpaid leave. Returning to work. There are various ways of terminating the employment contract, usually in conjunction with contractual notice: Resignation by the employee Retirement Dismissal Expiry of limited duration contract Termination by mutual agreement These documents outline key issues to consider when approaching termination of employment and also provide a pro forma policy on retirement in schools. Termination of Employment LOGIN TO DOWNLOAD 409.60 KB Policy on Retirement LOGIN TO DOWNLOAD 118.78 KB Academic Post Retirement Contract LOGIN TO DOWNLOAD 103.25 KB Our Confidentiality Templates Toolkit safeguards sensitive information, promoting data security and compliance measures. If you're facing the difficult task of dismissing an employee, it's important to have the right tools to ensure that the process is handled correctly. Our Exit Interview Templates Toolkit facilitates constructive feedback collection, improving insights for organisational improvement. Our Onboarding Templates Toolkit simplifies the resignation process, providing easy-to-use templates for smooth exits. If your business is navigating a redundancy process, our redundancy templates toolkit provides everything to ensure the process is handled fairly and in compliance with legal requirements. Reference response toolkit Our Reference Response Templates Toolkit streamlines reference responses, ensuring efficient and informative support for hiring decisions. Our Resignation Templates Toolkit simplifies the resignation process, providing easy-to-use templates for smooth transitions. Our Retirement Templates Toolkit facilitates smooth retirements, offering user-friendly templates for seamless transitions. Settlement agreement toolkit Our Settlement Agreement Templates Toolkit ensures fair resolutions, simplifying the process of ending employment relationships. If your business is undergoing a transfer or acquisition, our TUPE templates toolkit provides everything to navigate the process smoothly and ensure compliance. Please copy and paste this embed script to where you want to embed