Partner Career Support Application Form

To be completed by the relocating member of staff and their Partner/Spouse in accordance with the University of Edinburgh’s [Partner Career Transition Policy](http://www.docs.csg.ed.ac.uk/HumanResources/Recruitment/Partner_Career_Transition_Policy.pdf)

**Please complete this form and send to the Resourcing Team:**

Resourcing

University HR Services

Charles Stewart House

9-16 Chambers Street

Edinburgh

EH1 1HT

HR.Recruitment@ed.ac.uk

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| **SECTION 1: Employee Details** |
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| --- | --- |
| **Title** |  |
| **Name** |  |
| **Middle Name** |  |
| **Surname** |  |
| **Job Title** |  |
| **Vacancy Number** (if known) |  |
| **College/Support Group** |  |
| **School/Centre/Department** |  |
| **Applicant Number** (if known) |  |
| **Employee Number** (if applicable) |  |
| **Expected Start Date** |  |

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| **SECTION 2: Partner Details** |
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| --- | --- |
| **Title** |  |
| **Name** |  |
| **Surname** |  |
| **Current Location** |  |
| **E-mail** |  |
| **Telephone Number(s)** |  |
| **Skype Name** (if applicable) |  |

**Attach CV if available.** **If you don’t have a CV, please use the space below to state the areas you have worked in and the areas you want to work in.** |

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| **SECTION 3: Request**  |
| We hereby apply for a Partner Career Transition Programme with newfuture.me in accordance with the University Partner Career Transition Policy.**Employee Partner / Spouse**Date……………………………………………. Date……………………………………………Signature………………………………………. Signature……………………………………… |

**SECTION 4: Repayment Agreement**

This service is funded, up to a value of £1025, by University HR Services and is separate from your relocation package. However, the Partner Career Transition Policy requires that the Employee indicates his/her acceptance of the repayment agreement by signing the statement below.

**Scheme of Repayment (for all appointments):**

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| --- | --- |
| **Termination within:** | **% recovery** |
| **6 months or less** | **100** |
| **More than 6 months, and up to 1 year** | **75** |
| **More than 1 year, and up to 2 years** | **50** |
| **More than 2 years, and up to 3 years** | **25** |
| **Over 3 years** | **0** |

The ‘clock’ starts with the date of starting employment.

**Statement of Acceptance**

I accept the conditions of the above repayment agreement and agree that any outstanding repayment will be deducted from my final salary payment if necessary.

**Employee’s signature**………………………………………………………………… **Date**……………………………….

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| **SECTION 5: *Relocation Support Services Use Only*** |
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| --- | --- | --- | --- |
| Date Form Received |  | Sent to newfuture.me  |  |
| Request Approved | Yes □ No □ | Programme Agreed | Yes □ No □ |
| Date Request Approved |  | Director of HR Approval for Programmes above £1025 | Yes □ No □ |
| Unique Ref Number | RS |
| Comments |  |

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