**OPTIONAL DECLARATION OF INDIVIDUAL CIRCUMSTANCES**

The School expects that if staff members' individual circumstances are affecting their day-to-day activities or performance the staff member would have raised these at the earliest opportunity with the Head of Department and the Department will have addressed and sought to resolve these issues, with the advice of Human Resources, as soon as reasonably possible.

Where an individual believes that his or her performance has been adversely affected by personal circumstances, this form should be completed ensuring that it is signed. Please provide information on how the individual circumstances have impacted on performance in the three areas (Education – teaching and learning; research, and service/citizenship) during the period under review.

The following are examples of individual circumstances that might apply where these have had a significant impact on performance:

* Disability (including conditions such as cancer and chronic fatigue)
* Ill health or injury
* Mental health conditions
* Constraints relating to pregnancy, maternity, breastfeeding, adoption, paternity or childcare **in addition to** periods of parental leave taken. This could include, for example, pregnancy related illness.
* Other caring responsibilities (including caring for an elderly or disabled relative)
* Gender reassignment

Please note that periods of interruptions in service due to maternity leave, adoption leave, substantial paternity leave, shared parental leave, secondment or special leave buyout should be declared on the Faculty Information Form (FIF) instead.

Information about individual circumstances will be treated with the utmost sensitivity. In particular, the information provided on this form will only be available to the relevant HR Partners and the VCAC. Unless the staff member has already informed the Head of Department about the nature of the individual circumstances, which is advised, the Head of Department will be informed **only** about the existence of individual circumstances, and details of the circumstances will not be disclosed to the Head of Department. In this case, the Head of Department will only be informed about the severity of the individual circumstances, as assessed by the HR Partner in consultation with the VCAC. The DEC will not know of the existence of individual circumstances.

The form should be submitted in electronic format to **Human Resources** at[**HR.APR@LSE.ac.uk**](mailto:HR.APR@LSE.ac.uk), by **Friday 12 February 2016**. For any queries, please do not hesitate to contact Human Resources ([HR.APR@LSE.ac.uk](mailto:HR.APR@LSE.ac.uk)).

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| **Name and Title:** |  |
| **Department:** |  |
| **Job Title:** |  |

**1. Statement by the Candidate**

Please tick as appropriate:

My HoD is aware of the nature of my individual circumstances.

My HoD is **not** aware of the nature of my individual circumstances.

Signed Date

**Electronic Signature of the Candidate**