**Details of Research Worker(s)**

**Save this file as a Word File (.docx) before starting to fill it out. Please submit only as a Word File as we are unable to process this in other file types.**

**Copy the table for every Research Worker. When copying and pasting do not paste by appending to the table – this ensures that the blue colour remains on the table and that the tables are not joined together.)**

**\*\* Please do not exceed more than two sides of A4 per Research Worker (the instructions are not included in the length).**

**\*\* Please use a readable font size (normally not smaller than 12pt).**

**\*\* Avoid blank rows on the end of your answers and do not insert page breaks.**

**Please delete these instructions once details for all Research workers have been completed.**

Details in this form may be used to assist with funding applications to Trusts, other funding bodies, or for applying for grants, to support the research project.

|  |
| --- |
| **Research worker’s full name with postnoms and details as below (Please type in the white boxes below)** |
| **Full name with postnoms:**  **Job Title:**  **Department:**  **Institute:**  **Address:**  **Postcode:**  **Email address:**  **Employee Number (if known):**  **Employment Start date:**  **Employment End date:** |
| **Professional qualifications with dates (max 50 words)** |
|  |
| **Starting salary p.a. – state whether FTE/part time and include a breakdown as below to show basic salary, London weighting, NI, pension, and a Total.** |
| **Salary (if part time, state FTE e.g., 0.5 FTE and actual salary, not 1 FTE): £**  **London Weighting: £**  **Employers Costs (NI and pension contribution): £**  **Total: £**  **Please note that the Charity does not cover apprenticeship levy costs.** |
| **Number of hours per week/FTE research worker will be employed on this project** |
|  |
| **Previous positions held (include job title, dates, and institute)** |
|  |
| **Key areas of expertise relevant to role in this application (Max 50 words):** |
|  |
| **Recent publications of relevance to this application (this could be less than ten but no more than fifteen and listed on separate lines)** |
|  |

|  |
| --- |
| **LinkedIn profile address** |
|  |

**Invoices should be submitted to the Charity quarterly in arrears. Please email invoices:**

[financeassistant@action.org.uk](mailto:financeassistant@action.org.uk)