



Appointee Information Form (Form 17)

Guidance

The information requested on this form is required by Human Resources. Information on ethnic origin and disability are required for equal opportunities monitoring purposes.

The University, as a condition of funding, is required to submit annually to the Higher Education Statistics Agency (HESA) certain details of all staff that are employed to undertake teaching, research or teaching and research; this is done under cover of an individual code number so that confidentiality is protected. Some fields have code numbers in brackets. They are to assist staff that maintain the data records.

For information on how we use your data, how long we keep it for and how we share it with third parties, please refer to the [Privacy Notice for Staff](#).

Please complete this form and return it to the relevant Human Resources Administration Team:

CAHSS: HR.CAHSS@ed.ac.uk CSE: HR.scieng@ed.ac.uk MVM: MVM.HRAdmin@ed.ac.uk

ISG: HR.InfoServices@ed.ac.uk USG & CSG: HR.SGS@ed.ac.uk ACE: accom.hr@ed.ac.uk

If you require this document in an alternative format please contact HR via email UHRS@ed.ac.uk or by telephone on 0131 650 8127. <https://www.ed.ac.uk/information-services/help-consultancy/accessibility/creating-materials/altformatintro>

Section 1: Employee's Details

Title: Miss

Forenames (as well as the preferred name you wish to be known by): Mylene

Forenames:

Preferred name:

Surname: RECEVEUR

Date of Birth
(dd/mm/yyyy):

16/02/1994

Male ☐

Female ☒

Nationality: French

Marital Status (e.g. Married, Not Married, Widowed): Not married

National Insurance Number: SX47 89 10 C

Telephone number: +33.6.37.21.90.17