

**One-to-one – Request Form**

To request a one-to-one meeting please complete the form below and return it, together with any attachments, to **pfdc-support@imperial.ac.uk**

**Your information:**

|  |  |
| --- | --- |
| First name |       |
| Preferred first name |       |
| Last name |       |
| Gender identity | Please select from the list. |
| Ethnicity | Please select from the list. |
| Job title  |       |
| Faculty | Please select from the list. |
| Department | Please select from the list. |
| Campus |       |
| Contact telephone number |       |
| Imperial e-mail address |       |
| Current funding source |       |
| Length of time as a postdoc/fellow/clinician (round up to nearest year) |       |
| Current contract end date |       |
| Have you had a one-to-one with the PFDC in the last 6 months? | [ ]  Yes [ ]  NoIf yes, please give details here |

**Subject information:**

|  |  |
| --- | --- |
| Please indicate the general area of discussion:  | Please select from the list |
| Add any further details of what you would like to discuss below: |
|       |

**Attachments:**

|  |  |
| --- | --- |
| If you have a CV, please attach | Attached? [ ]  Yes [ ]  No |
| Other attachments (e.g. job advert, job application documentation if applicable) | Job advert, description and/or person specification:Completed application form:Submitted cover note:Other documentation submitted (please give details below):      *(expand box as necessary)* | [ ] [ ] [ ] [ ]  |

**Deadlines:**

|  |  |
| --- | --- |
| Do you have a date you need to have this meeting before? E.g. application deadline.If so, please state: |       *(dd/mm/yyyy)* |

**Scheduling information:**

One-to-one meetings last approximately 45 minutes. Please note any dates and time you **CANNOT** make below *(expand box as necessary)*:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Date*** *(dd/mm/yyyy)* | ***Time*** | ***Dates*** *(dd/mm/yyyy)* | ***Time*** |
|       |       |       |       |
|       |       |       |       |

**Other information:**

|  |  |
| --- | --- |
| Please use this space to tell us any other information not covered elsewhere |       |

**Data Protection:**

The PFDC will hold one-to-one documentation for two years, after which time they will be deleted. Any feedback/evaluation data you provide will be held for three years and then anonymised. This is for statistical use only. For further information regarding Imperial College’s data protection policies, please access the following link: [Privacy notices](https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/processing-personal-data/privacy-notices/).

Please tick to state that you have read and understood the data protection information above [ ]

**Other Information:**

All our appointments are currently taking place via Microsoft Teams or Zoom and you will receive a link to your meeting in advance.

*Why do we request gender identity and ethnicity data?*

The PFDC request this data to determine whether the programme of support provided is accessible and relevant for all early-career researchers at Imperial. This data is confidential and is used for statistical purposes only to evaluate the programme.