

The University of Manchester

STAFF ACCOMMODATION APPLICATION FORM – page 1

The information collected on this form will be used solely for the following purpose of managing your stay in our accommodation. Your information will not be shared with any other third party other than:

- *where appropriate for safely managing your stay in the accommodation you are allocated to; or*
- *with a third party provider of accommodation in which you are allocated accommodation by us, the University of Manchester and we, the University of Manchester, remain your landlord, or*
- *to a third party provider of accommodation whose accommodation is leased by The University of Manchester for the purposes of providing accommodation to you.*

We will keep the data collected on this form to the end of the current academic year plus 6 years.

For further information on how your personal data is used whilst you here, how long it is retained and to find out how to exercise your rights please view the [University of Manchester's Student Privacy Notice](#) or contact: The Information Governance Office via email at information.governance@manchester.ac.uk, or in writing to The Christie Building, The University of Manchester, Oxford Road, Manchester M13 9PL”

Applicant Details			
Title		Family Name	First Name
Date of Birth:		Gender:	
Contact Details			
Postal Address			
Tel:		Mob:	
Email:		Fax:	
Accommodation Requirements			
Arrival Date		Departure Date	
Accommodation for (please tick)		Single person <input type="checkbox"/>	Couple <input type="checkbox"/>
Type of Accommodation (please tick)			
Shared House <input type="checkbox"/>	1 Bedroom Studio <input type="checkbox"/>	2 Bedroom Flat <input type="checkbox"/>	
Single Room <input type="checkbox"/>	1 Bedroom Flat <input type="checkbox"/>	2 Bedroom House <input type="checkbox"/>	
Double Room <input type="checkbox"/>			

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Special Requirements			
Departmental Details			
Department			
Your Status (please tick)		New Member of Staff <input type="checkbox"/> Visiting Academic <input type="checkbox"/>	
Title of Post			
Name of Your Departmental Contact			
Tel Extension		Email	
I confirm that I am applying for University Staff Accommodation and that I accept the conditions available here: http://documents.manchester.ac.uk/display.aspx?DocID=20794 and that I will either be employed by the University of Manchester or I will be an official visitor.			
Signed		Date	

Please return to: The University of Manchester | The Accommodation Office | Grove House | | Oxford Road | Manchester M13 9WJ | Tel. +44 (0)161 275 2888 | Email: accommodation@manchester.ac.uk