

## Confirmation of Personal Details

As a Skilled Worker visa holder **you have a responsibility** to report to UKVI changes in personal circumstances via <https://www.gov.uk/government/publications/notification-of-change-of-circumstances-form-mcc> and People and Organisational Development Operations any of the following –

- a change of your residential address/contact details (we must maintain up-to-date contact details)
- if you are absent from work without permission for 10 consecutive days
- if there are proposed significant changes to your appointment including fee/salary, hours and/or location of the appointment
- if you are requesting time off for maternity, paternity, adoption or parental leave
- if you are resigning
- any criminal convictions

Please complete a new form and return to People and OD Operations each time there is a change in circumstance.

The personal information you provide is kept securely, anonymised and access to this information is restricted. There are strict laws that protect your personal data and sensitive personal information.

For more data protection information, please refer to:

<http://www.staffnet.manchester.ac.uk/services/records-management/data-protection>

### Personal Details

*Please complete the sections below*

Surname/family name: \_\_\_\_\_

Forename/other names: \_\_\_\_\_

Title:

*(Mr/Mrs/Miss/Ms/Dr/Prof etc)* \_\_\_\_\_

Current UK home  
address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

**Declaration**

I declare that the information contained above is correct to the best of my knowledge

*Employee Signature:* \_\_\_\_\_

*Date* \_\_\_\_\_

Please return this form to Global Mobility, People & OD Operations. Thank you.

To be completed by People & OD Operations only		
Employee number		
Post number		
Post title		
Faculty/Directorate		
School/Directorate		

**PEOPLE & OD OPERATIONS CONTACT DETAILS**

For help with day-to-day People & OD Operations and Payroll enquiries

- [People and OD Operations | Directorate of People and Organisational Development | StaffNet | The University of Manchester](#) for telephone numbers and email addresses
- Reception Tel - 0161 27 54499
- People & OD Operations, 2nd Floor, Simon Building, Brunswick Street (building 59 on the campus map)