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| **Instructions for department:** Please refer to the new starter health declaration form for instructions on when the form needs to be forwarded to the Occupational Health Services (OHS) or the University’s Staff Disability Advisor.**Where the individual has stated ‘yes’ against both statements in the form, please send the form to OHS only.** **Otherwise the email needs to go to OHS or Staff Disability Advisor as appropriate.** |

**To:** **secretary@uohs.ox.ac.uk**or: **staffdisability@admin.ox.ac.uk**

**Email subject heading:** New Starter Health Declaration form

Dear OHS or Staff Disability Advisor,

Please find attached the ‘New starter health declaration form’ for [NAME].

[NAME] has stated that they have a health condition/disability which may impact their ability to do the job, and/or know of reasonable aids, adaptations or adjustments to the workplace which can assist them in performing their role.

The additional details for the new starter are as follows:

Home address:

Personal email address:

Contact telephone number:

Start date:

Job title:

Department:

Should you need to contact someone in the department for further information about this post, or to discuss any reasonable aids, adaptations or adjustments that need to be made please contact [NAME] [CONTACT DETAILS]

Kind regards,

[NAME]

[CONTACT DETAILS]