**Reward scheme – application for Professional Services individual award**

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| --- | --- |
| Name |  |
| Job title |  |
| Department |  |
| Head of Department |  |
| What are you applying for | see guidance note 3.7. Select one |
| Accelerated increment |  |
| Contribution point |  |
| Individual award |  |
| Which academic year is your application for: | see guidance 1.9 “reference period”. Select one |
| 2017/2018 |  |
| 2018/2019 |  |

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| --- | --- |
| Have you successfully completed your probationary period? | Yes / no |
| Have you made a previous application under this scheme? | Yes / no Year of application: |
| Has your role been subject to job evaluation (HERA) review in last 2 years? | Yes / no |
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**You are advised to read the Guidance notes for Professional Services staff before completing this application.**

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| Criteria | Describe your contribution and its impact in at least one of the following areas and provide supporting evidence where relevant: |
| An outstanding student experience |  |
| Sustainable development; excellent facilities |  |
| Generating knowledge and promoting enterprise |  |
| Contribution to the region |  |
| High achieving staff in a well led University |  |

**To be completed by Head of Department**

Checklist for contribution point or accelerated increment:

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| --- | --- |
| Has the activity taken place during the two years preceding the relevant academic year (stated above)? | Yes/no |
| Is the contribution outstanding, sustained and over and above the normal expectations for the role? | Yes/no |
| Does the contribution help meet institutional objectives? | Yes/no |
| Is there evidence to demonstrate that the impact of the activity is high, ongoing and sustainable? | Yes/no |

Checklist for individual one-off payment:

|  |  |
| --- | --- |
| Has the activity taken place during the 12 months preceding the relevant academic year (stated above)? | Yes/no |
| Is the contribution specific additional duties or projects over and above the normal expectations for the role? | Yes/no |
| Does the contribution help meet institutional objectives? | Yes/no |
| Is there evidence to demonstrate the impact of the activity? | Yes/no |

**Assessment by Head of Department**

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| Please provide confirmation that the evidence submitted in the application is accurate and that the application meets the required criteria of the Reward Scheme. Please also indicate your initial assessment of the most appropriate award ie increment/contribution point or one-off payment.  If not recommended for application, please provide brief written feedback in this field. Please note that this feedback will be shared with the applicants  **Signed:**  **Date:** |

**Notes to applicant:**

Your application should not exceed FIVE pages.

Please submit the completed application form to [rewards@worc.ac.uk](mailto:rewards@worc.ac.uk) by 9am Monday 1st July 2019

If you are submitting a paper version this must be received in HR by 9am Monday 1st July 2019

This section to be retained by HR

**Applicant name:**

**Equality-related circumstances** (see guidance notes 3.8)

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| In this section you may declare information about any equality-related circumstances that may have affected your ability to meet the criteria. Please refer to the guidance 3.7. The following circumstances may be taken into consideration:   * Part time employment – please indicate FTE and the dates of any changes, and how this has had an impact on your work * Career break or secondment outside of the higher education sector – please provide dates and duration * Maternity leave, statutory adoption leave, and additional paternity leave (taken by partners of new mothers or co-adopters) – please provide dates and duration * Disability (including conditions such as cancer and chronic fatigue) – please indicate how this has had an impact on your work, including dates of any periods of leave * Ill health or injury - please indicate how this has had an impact on your work, including dates of any periods of leave * Mental health conditions - please indicate how this has had an impact on your work, including dates of any periods of leave * Constraints relating to pregnancy, maternity, breastfeeding, adoption, paternity or childcare in addition to periods of maternity, statutory adoption or additional paternity leave taken. This could include for example, pregnancy related illness and health and safety restrictions in laboratory and field work. * Other caring responsibilities (including caring for an elderly or disabled relative) * Gender reassignment |  |