**About me**

Your first and last name:

Your preferred name:

Today’s date: Team:

We are delighted you have decided to join [organisation name] and we look forward to welcoming you to the team.

As a caring and compassionate employer, we foster an inclusive and respectful work environment and your responses to the questions below will help to ensure that you are acknowledged and treated as an individual. It would be helpful if you could share information about yourself and how your manager, team or [organisation] can recognise and respect your needs. This information will be shared with HR and your line manager so that we can ensure your experience with us is positive and inclusive.

It’s entirely up to you to decide what information you wish to provide, and there is no obligation to provide any information. If you wish to discuss anything related to these questions, or your employment with [organisation], please do speak to your line manager or HR.

**I have the following faith, religious or cultural practices.**

Be free to provide any information about your needs related to your faith, religious or cultural practices, such as regular prayer observance, flexible times, breaks or other working arrangements during Ramadan, or requesting annual leave for religious festivals.

|  |
| --- |
|  |

Are there special prayer rooms of facilities for washing?

**I have the following allergies and intolerances.**

Be free to provide information on allergies and intolerances to foods or medicines, including what medical help or actions should happen if you are exposed to these allergens.

|  |
| --- |
|  |

Is any food provided on site? Are there cafes or dining rooms? How would you like them to make catering staff aware of your allergen requirements and ask to see the allergen control register.

**I have the following medical conditions or medical needs.**

Be free to provide information on any medical conditions that you would like to let us know about and what support you might need.

|  |
| --- |
|  |

It may be useful for you to share any relevant information with the trained first aiders.

**I have the following accessibility needs or require adjustments in the workplace.**

Be free to provide information on any needs you have or accommodations you require to help you manage any disabilities – this includes any equipment of your own that you wish to use at work, including applications, phones or IT based equipment.

|  |
| --- |
|  |

Your organisation may be able to access funding for adjustments or equipment needed at work via the government Access to Work scheme, if applied for within the first six weeks of employment. If your new starter is bringing their own devices, consider what that means for your IT policies, procedures, cyber security etc.

**I have the following needs in the workplace.**

Be free to provide any other information you wish to share with us, including any needs or accommodations that will assist you in the workplace to be at your best.

|  |
| --- |
|  |