**This page to be completed by the staff member**

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|  **EXTERNAL WORK FORM** |

Name: Faculty:

Date of application

Brief description of work to be undertaken:

EXTERNAL ORGANISATION CONTACT DETAILS

Funding source:

Name and address of contact:

Proposed date of commencement:

Duration:

No. of hours/weeks\* Involved:

University facilities to be used:

Total income:

Payment involved to individuals (please detail):

To be undertaken in addition to full normal duties? YES/NO\*

To be undertaken as an official Oxford Brookes University consultancy/research project? YES/NO\*

Other relevant information:

Signed.............................................................

\* Delete as appropriate

**This page to completed by Dean of Faculty**

Decision by Dean of Faculty:

Application agreed/refused:

Conditions of agreement (if any)/Reasons for refusal\*:

Level of remuneration (if any) for payment to the staff member and/or other staff (please detail):

Signed.............................................Date....................................................

A copy of this form to be returned to the applicant within 5 working days (or other agreed period) and a copy sent to Human Resources IN ALL CIRCUMSTANCES

Copy sent to applicant on:

Copy sent to Human Resources:

**FOR HUMAN RESOURCES USE ONLY**

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| Received by Human Resources:Date:Comments:Signature: |