**Request to Engage a Casual Worker in the School of Education**

This form should be completed by the member of staff in the School of Education wishing to engage a Casual Worker and should be submitted with the College of Social Sciences HR ‘Request for Casual Worker’ form. Both forms should be submitted to the School of Education Financial Hub in the first instance.

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| --- | --- |
| **Name of Requester**  **(Please Print):** |  |
| **Name of Casual Worker:** |  |
| **Proposed start date:** |  |
| **Proposed end date:** |  |
| **Duration of employment:** |  |
| **Number of hours:** |  |
| **Source of funding**  **(project if known):** |  |

**Requester Declaration:**

# *I hereby confirm that no work has been carried out or will be carried out prior to the ID checks and without post approval from College HR.*

|  |  |
| --- | --- |
| **Name (Please Print):** |  |
| **Designation:** |  |
| **Signed:** |  |
| **Date:** |  |