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| **College HR Use Only** | |
| Form Received: |  |
| Casual/Fractional: |  |
| Returned To School: |  |



**Casual Worker Assessment Form**

Please complete this form in full and return to College HR for assessment and approval.

**For Casual Workers -** No work should be carried out or agreed until ID checks have been carried out by the appropriate person. The original ID and Right to Work should be checked by a University of Glasgow member of staff in the presence of the individual or can be checked via video link provided the original documents are in the physical possession of the person carrying out the checks. The individual carrying out the checks should print their name and sign the photocopy to confirm the check has taken place and also note whether the check was in person or video link. The ID should be uploaded to CoreHR and all relevant fields within the User Data Fields must be completed.

Following an assessment of the post details in section B and verification of ID, College HR will approve/reject the request. Should your request be approved, College HR will approve the post on Core to allow payment to be made.

Please return completed requests to **socsci-hr@glasgow.ac.uk.**

**SECTION A** | To be completed by Casual Worker

**Casual Worker Details:**

|  |  |
| --- | --- |
| **Title:** |  |
| **Forename:** |  | | |
| **Surname:** |  | | |
| **Nationality:** |  |
| **NI Number:** |  | **Contact Number:** |  |
| **Correspondence Address:**  **Post Code:** |  | | |
| **Personal Email Address:** |  | | |

**Are you currently / or have you previously been engaged by the University of Glasgow?**

**Non EU Citizens Only - Worker Declaration:** It is the individual’s responsibility to ensure they do not work in excess of their permitted hours. Please see attached declaration form which requires to be completed by all existing and new individuals, engaged as a casual worker or as an employee and who have a Tier 4 Visa.

**To be signed by Casual Worker**

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

**SECTION B |** To be completed by the School/Service

**Post Details**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title:** |  | **School/Service** |  |
| **Appointment ID:** |  | **Reports To:** |  |
| **Proposed Start Date:**  *\*Start Date must be following date of Right to Work Check\** |  | **Expected End Date:** |  |
| **Hours to be worked:**  *\*Please clearly state if total hours across the period or per week\** |  | **Working Pattern:**  *\*Please clearly detail working pattern per week or across period\** |  |

**Additional Information**

**Working Permissions:** Where an individual requires working permissions, the College HR Team will monitor this process. Please note that individuals who require working permissions cannot be paid after their permissions expiry date. Should there be any restrictions regarding hours worked, please ensure the worker has signed the declaration before returning for approval.

*I hereby certify that I have met the above named individual in person and I have undertaken appropriate ID checks. I confirm that no work has been carried out prior to the ID checks and without post approval from College HR.*

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

*If you are not the main budget holder, please ensure this form is also signed and approved by Head of School, Head of School Administration or Head of Service before returning to College HR.*

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

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| UniofGlasgow_CMYK | **Declaration of Work for Tier 4 during term time** |

The University has a responsibility to ensure that all those working for us have the appropriate right to work documentation and work within any limits prescribed by their visa. As part of our efforts to monitor and control this we ask all those on Tier 4 visas to complete this declaration recognising that the individual also shares in this responsibility.

Please sign and return to: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have a tier 4 visa and with this I understand that I can work during term time on a restricted basis (up to 20 hours) and full time during the vacation period.

I understand my responsibility in relation to this and will not accept more than 20 hours in any week across the University within different Schools/Institutes/University Services.

I understand that any role I have outside the University also counts towards this limit.

Should I be asked to work more than 20 hours in any given week I will decline the offer of work and seek advice from the Head of School/Research Institute Administration/University Services regarding any potential need to prioritise between multiple roles.

If I have any questions regarding my right to work I understand that it is my responsibility to check these with the appropriate UK authorities and that I may also seek advice from the College/US HR Department.

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| School/Research Institute/University Service: |  |
| Date: |  |