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| --- | --- |
| **Non-Contracted Status****Registration Form** | UoG_blue |
| **Category:****(highlight)** | **Casual Worker** | **External Examiner** | **Self Employed** |
| **Personal Details** (Name as on Passport/birth certificate) |
| **Title:** |  | **Date of birth:** |  |
| **Forename:** |  |
| **Surname:** |  |
| **Known as:** |  | **Gender:** |  |
| **NI Number:** |  | **Phone num:** |  |
| **Person number (if previously registered):** |  |  |  |  |  |  | **Nationality:** |  |
| **Correspondence Address:****Post Code:** |  |
| **Personal email address:** |  |
| **All tax documentation (*e.g.* P45/P46) should be forwarded to payroll** |
| **Post Details** |
| **School/RI/Service:** |  |
| **Post Number:** |  |  |  |  |  |  | **Job Title / Text** |  |
| **Start date:** |  | **Target end date:** |  |
| **Pay Grade:** |  | **Annualised Salary:** |  |
| **Agresso Project Code:** |  | **Cost Centre:** |  |
| **Asylum & Immigration Act** |
| Appropriate ID check and documentation performed/obtained Yes □Valid working Permission documentation obtained Yes □ N/A □**Failure to obtain and upload appropriate ID/Working Permissions** **will result in the worker not being paid** |
| **Bank Details:** |
| **It is the responsibility of NCS workers to enter their bank account details on Core Portal to facilitate payment.** |
| **Worker Engagement approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_****Added to HR/Payroll system** □ |

Updated - Corporate HR – 10 January 2017