|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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