

PART TIME HOURLY PAID LECTURER CONTRACT REQUEST FORM

FOR HUMAN RESOURCES USE ONLY	
Emp No	
Eligibility	
Visa Type/Exp	
SAP	
Contract no.	
LOG 1	
LOG 2	

Please complete one form per part-time lecturer.

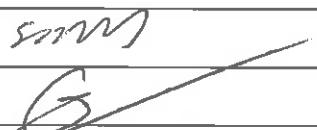
New starter to DMU <input checked="" type="checkbox"/>				
Faculty/Directorate: CEM	Department/School: Computing Science & Informatics			
Sub Department/School: Games, Maths and Intelligent System				
Completed by: Bharti Patel	Extension number: 8531			
Part Time Lecturer Information				
Title: Mr	Forename: Chigozirim Justice	Surname: Uzor		
Residential Address: Flat 142 Burgess House, 42 Sanvey Gate, Leicester, UK, LE1 4BR				
Date of Birth: 21/6/1985	NI Number: SL231591D			
Telephone number: 44(0)07587188139	Email Address: kescoppee@gmail.com			
Type of work (please tick one):	Teaching <input checked="" type="checkbox"/>	Technical Demonstrator <input type="checkbox"/>		
If teaching, please tick type of contract				
Indefinite <input checked="" type="checkbox"/> No fixed term end date attached to their employment. Preferred method of employment if the individual has been/is teaching on an ongoing basis.	Fixed Term <input type="checkbox"/> For temporary periods of employment which typically last for the academic year (<u>ending on 31 August</u>). REASON:	Casual <input type="checkbox"/> For one-off teaching/demonstrating assignments, no longer than 2 calendar weeks. If already worked as a casual lecturer in the current academic year or if needed for longer than 2 calendar weeks, please use Fixed term or speak to HR for advice on appropriate contract. REASON:		
Additional Hours <input type="checkbox"/> Additional part time lecturing hours for an existing contract. The employee must have already received an indefinite or fixed term contract. Signatures and SRG approval must still be obtained.				
<input type="checkbox"/> Tick if a criminal records (DBS) check is required. NB It will be required where the post is exempt from the Rehabilitation of Offenders Act 1974 eg working with vulnerable adults and/or children or in other exempt roles/professions. Please refer to the university's guidance: Disclosure and Barring Service Checks - guidelines for managers and employees . The DBS check assessment form will help you determine whether a check is required.				
Start date: 30 October 2019 (For new contracts, this should be the date they are due to start teaching as this may have implications for their pension)		Casual contract end date: _____ (no more than 2 weeks) Fixed term contract end date:		
Module Codes (Course/Class)		Number of Hours	Pay	Charge Code (8 characters)
Personal Tutor (30)		30	PT Lec hourly rate <input checked="" type="checkbox"/> PT Lec Meeting rate –used for non teaching activities, such as training <input type="checkbox"/> Tech Dem A <input type="checkbox"/> Tech Dem B <input type="checkbox"/> Other <input type="checkbox"/>	1000.3233
TOTAL:		30		

Prior to sending to HR

- Has the individual provided the necessary original documentation to demonstrate that they have the right to work in the UK? See Right to Work Checklist.
- If on a visa – no work is to commence until HR have performed all the relevant checks and confirmed their right to work
- Student visa – no more than 20 hours a week have been allocated
- Have the original documents been checked in the presence of the individual and have reasonable steps been taken to ensure the authenticity of the documents? See Right to Work Checklist.
- Have you made copies of the original documents (See Right to Work Checklist) and noted on each copy the date the original document was seen?
- Are the copies attached to this form?
- Previously supplied and copies already sent to HR (Approximate date: _____)
- PT Lecturer has signed this form and has a copy for their records
- For new starters – CV attached
- For new starters - HESA form attached

Please note: These steps are mandatory for ALL staff prior to commencing employment. If the individual fails to provide the necessary documentation to demonstrate that they have the right to work in the UK, they must not be allowed to start work. Failure to comply with this strict requirement could jeopardise our sponsor licence status and affect our ability to recruit international staff. See the university's guidance: Immigration and preventing illegal working.

Approval

Line Manager signature: 	Print Name: Simon Coupland	Date: 25 November 2019
Head of School signature: 	Print Name: Ewelina Butka	Date: 28/11/19

MUST BE SIGNED BY THE EMPLOYEE

I accept the appointment of Part-Time Lecturer for the classes detailed above under the terms and conditions specified in your contract of employment, which I have read and understood. In completing this form, I understand that providing any misleading or false information in support of my application will disqualify me from appointment or, if appointed, will render me liable to dismissal without notice.

If you are on a **student visa** you are responsible for ensuring you do not exceed the maximum hours stated on your visa for any work you undertake. By signing you agree not to contravene the terms of your visa.

Signature	Chigozirim Justice Uzor	Date	25 November 2019
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Part time lecturers please note:

Indefinite contract

No fixed term end date attached to your employment. Preferred method of employment if you are teaching on an ongoing basis. You will receive one contract and record form for this fixed term period and then a record form for any subsequent hours worked during this contract.

Fixed Term

For temporary periods of employment which typically last for the academic year (ending on 31 August). You will receive one contract and record form for this fixed term period and then a record form for any subsequent hours worked during this contract.

Casual

For one-off teaching/demonstrating assignments, no longer than 2 calendar weeks. If already worked as a casual lecturer in the current academic year or if needed for longer than 2 calendar weeks you will require a fixed term contract.