

STAFF RECORD FORM

IMPORTANT NOTE

The information you provide on this form will be used as the basis for your electronic employee record. This information will be available within the Temporary Staffing Service, Human Resources and Finance Offices.

The system also feeds a number of other University corporate information systems. This means that you will not be able to access certain University facilities (such as e-mail or the Library) or obtain a University identity card (*U*Card) until this form has been returned and your details have been entered into the system.

Please also note that your salary details cannot be processed, and we cannot therefore arrange for you to be paid, until the relevant financial details have been provided and this form has been returned to the TSS team.

Some of the information requested on this form is required by the Higher Education Statistics Agency (HESA), which collects data from all universities regarding their staff. Staff are only known to HESA by a code number allocated by their first University employer. If you are a member of staff moving to Bristol from employment in another UK university, we would be very grateful if you could ask your former HR department for your HESA number and include this information here.

We are obliged under the Data Protection Act to maintain employee records as accurately as possible. We can only do this with your co-operation. Please therefore ensure that you notify us of any changes to the information you provide on this form. For more information regarding how your personal data will be used by the University, please see: <http://www.bristol.ac.uk/secretary/data-protection/policy/staff-processing-notice/>

Thank you for your co-operation

Temporary Staffing Service (TSS)

PAY GROUP: 01 CASUAL																					
Title			Surname (Family Name):				First Name: (in full)														
Middle Name/s:																					
Preferred First Name: (if different)							Previous Surname: (if applicable)														
National Insurance Number (NI):																					
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																					
<p>If you do not currently have a NI number, please refer to the following website for information on how to obtain one:</p> <p>https://www.gov.uk/national-insurance-number</p> <p>Once you have obtained your NI number, please forward this to the TSS Team at tss-mail@bristol.ac.uk</p>																					
Date of Birth: dd/mm/yyyy						Nationality:			Legal Gender: (please tick)												
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																				<input type="checkbox"/> Female <input type="checkbox"/> Male	

HOME ADDRESS
<p>Address:</p> <p>Telephone:</p> <p>Mobile:</p> <p>Email:</p>

EMERGENCY CONTACT		
<p>Please give below the name, address, and telephone numbers of a next of kin or close friend who you would wish to be contacted in the event of your illness or other emergency at work:</p>		
<table border="1"> <tr> <td> <p>Name:</p> <p>Emergency contact's relationship to you: (please tick)</p> <p><input type="checkbox"/> Family member</p> <p><input type="checkbox"/> Partner</p> <p><input type="checkbox"/> Other</p> </td> <td> <p>Address:</p> <p>Telephone:</p> <p>Mobile:</p> </td> </tr> </table>	<p>Name:</p> <p>Emergency contact's relationship to you: (please tick)</p> <p><input type="checkbox"/> Family member</p> <p><input type="checkbox"/> Partner</p> <p><input type="checkbox"/> Other</p>	<p>Address:</p> <p>Telephone:</p> <p>Mobile:</p>
<p>Name:</p> <p>Emergency contact's relationship to you: (please tick)</p> <p><input type="checkbox"/> Family member</p> <p><input type="checkbox"/> Partner</p> <p><input type="checkbox"/> Other</p>	<p>Address:</p> <p>Telephone:</p> <p>Mobile:</p>	

PREVIOUS ASSOCIATION WITH THE UNIVERSITY
<p>Have you had any association (e.g. staff, student) with the University of Bristol since July 2002? <input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)</p>
<p>If yes, please give brief details, including your University of Bristol username (if known):</p>

CURRENT/PREVIOUS EMPLOYMENT
<p>The following information is requested for the Higher Education Statistics Agency (HESA) purposes only.</p>
<p>Have you ever previously been employed by a UK Higher Education Institution or University? (please tick) <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No</p>
<p>If yes, please provide details below:</p>
<p>Name of most recent Higher Education Institution/University:</p>

Job title:			
HESA number (if known):		Date you left the institution:	
What was your employment status immediately prior to commencing employment with the University of Bristol? <i>(please tick)</i> <input type="checkbox"/> In regular employment <input type="checkbox"/> Not in regular employment <input type="checkbox"/> Student			
<i>If you were in regular employment or a student immediately prior to commencing employment with the University of Bristol, please supply details below:</i>			
Name of previous employer or place of study:	Type of business / employment: <i>(please tick)</i>		
	Higher Education (publicly funded)		<input type="checkbox"/> 01
	Higher Education (privately funded)		<input type="checkbox"/> 02
	Other education (non Higher Education Institution)		<input type="checkbox"/> 03
	Research Institute (publicly funded)		<input type="checkbox"/> 18 / 19
Location of previous employer or place of study: <i>(please tick)</i> <input type="checkbox"/> UK <input type="checkbox"/> Non-UK	Research Institute (privately funded)		<input type="checkbox"/> 16 / 17
	Student		<input type="checkbox"/> 07 / 08
	Health service (medical or dental, including NHS)		<input type="checkbox"/> 09 / 10
	Other public sector		<input type="checkbox"/> 11
	Private industry / commerce		<input type="checkbox"/> 12
	Self-employed		<input type="checkbox"/> 13
	Voluntary sector (including charity and not for profit)		<input type="checkbox"/> 20 / 22 / 23

QUALIFICATIONS				
What is your highest level of qualification? <i>(please tick one only)</i>				
Doctorate	<input type="checkbox"/> 01	Diploma of HE	<input type="checkbox"/> 21	
Other higher degree	<input type="checkbox"/> 02	HND/HNC	<input type="checkbox"/> 22	
PGCE	<input type="checkbox"/> 03	Other undergraduate qualification (including professional)	<input type="checkbox"/> 29	
Other Postgraduate qualification (including professional)	<input type="checkbox"/> 09	A level, Scottish Higher or equivalent	<input type="checkbox"/> 31	
First Degree	<input type="checkbox"/> 11	O level/GCSE or equivalent	<input type="checkbox"/> 32	
First degree with Qualified Teacher Status (QTS)	<input type="checkbox"/> 12	Other qualification	<input type="checkbox"/> 97	
Other qualifications at first-degree level (including professional)	<input type="checkbox"/> 19	No qualifications	<input type="checkbox"/> 98	
Please give below details of degrees/other equivalent educational or professional qualifications or distinctions:				
Letters of Qualification (e.g. PhD, BSc)	Qualification Type (e.g. Doctorate)	Subject	Year Awarded	Awarding Organisation
Other Qualifications:				

For HR use only	
Name:	RESNO:

FINANCIAL DETAILS

Information for HM Revenue and Customs for UK tax purposes:

When you start in this new position at the University, which statement would be most relevant to you?

Please tick **one** of the following statements **A, B** or **C**

- ☐ **A:** This is the only work you have done in the UK since last 6 April and you do not receive a taxable state pension benefit or money from a pension
- ☐ **B:** This is your only job now and you have received money since 6 April that has now stopped. For example:
- Work done for a previous employer
 - Income from a taxable state benefit
 - Money for any type of pension
- ☐ **C:** This is not your only job and you receive any of the following:
- Money from another employer
 - Money from any type of pension

Student loan indicator (For further guidance about repaying Student Loans go to www.gov.uk/new_employee/student-loans):

Have you left a course of UK higher education before last 6 April? ☐ Yes ☐ No

Complete the following if you have a student loan which is not fully repaid, and you are not repaying the Student Loan Company by agreed monthly payments.

Tick Plan 1, if you lived in Scotland or Northern Ireland when you started your course OR, England or Wales and you started your course before September 2012 ☐ Plan 1

Tick Plan 2, if you lived in England or Wales and you started your course on or after 1 September 2012 ☐ Plan 2

Bank/Building Society account to which payment of salary is to be made:

Bank/Building Society Name:		Sort Code Number:	
Account Number:		Building Society Roll No: (if applicable)	

Pension Scheme information:

I am a present member of (Please tick):	I am a past member of (Please tick):	If a past member, please enter the date that you left the scheme:
<input type="checkbox"/> University of Bristol Group Pension Plan (UBGPP) <input type="checkbox"/> Universities Superannuation Scheme (USS) <input type="checkbox"/> University of Bristol Pension and Assurance Scheme (UBPAS) <input type="checkbox"/> NHS Pension Scheme	<input type="checkbox"/> University of Bristol Group Pension Plan (UBGPP) <input type="checkbox"/> Universities Superannuation Scheme (USS) <input type="checkbox"/> University of Bristol Pension and Assurance Scheme (UBPAS) <input type="checkbox"/> NHS Pension Scheme	

DECLARATION

I certify that the details provided in this form are, to the best of my knowledge, correct.
 I consent to the University holding and using the information provided for the purposes of the administration of my employment in compliance with the Data Protection Act 1998.
 Further information about the Data Protection Act is available at: www.bristol.ac.uk/secretary/dataprotection

Signed:..... Date: