**Casual Worker Information Form**

To be completed by all new casual workers

This information will be used to set up your payroll record and process claims for payment

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| **Section 1: Personal Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Title** | | **First name** | | | | | | | | | | | **Other names** | | | | | | | | | | | | | | | | | | | **Surname** | | | | | | | | | | | | | |
| Mr | | Matthew | | | | | | | | | | | David | | | | | | | | | | | | | | | | | | | King | | | | | | | | | | | | | |
| **Address & Post Code** | | Room 6 35 Norfolk Park RD Sheffield S2 2UA | | | | | | | | | | | | | | | | | | | | | | | | | | **Contact telephone numbers:** | | | | | | | | | | | | | | | | | |
| **Mobile** | | | | | | 07565521382 | | | | | | | | | | | |
| **Home** | | | | | |  | | | | | | | | | | | |
| **National Insurance number** | | | | | | | | | | P | | B | | | | | 4 | | | 0 | | | | | 8 | | 6 | | 0 | | | | 9 | | | B | | |  | | | | | | |
| **Emergency contact: Full name** | | | | | | | | | | Melanie King | | | | | | | | | | | | | | | | | | | | | **Telephone** | | | | | | | 07986732626 | | | | | | | |
| **SHU students only:** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SHU email address** | | | | | | b5008338@my.shu.ac.uk | | | | | | | | | | | | | | | | | **Student ID** | | | | | | | | | | | 25008338 | | | | | | | | | | | |
| **Course End Date** | | | | | |  | | | | | | | | | | | | | | | | | **Subject to Tier 4 visa** | | | | | | | | | | | NO | | | | | | | | | | | |
| **Course Title & Level of Study (undergraduate or postgraduate** | | | | | | BEng Computer Systems Engineering | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Section 2: Diversity Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sheffield Hallam University is committed to providing equality of opportunities to all regardless of sex, age, marital status, race, religion, disability, sexual orientation, nationality or ethnic or national origins. The Diversity Policies are available via the University Secretariat and can be found on their intranet page. For this policy to be effective the University seeks to keep up-to-date information about all workers. We will treat all personal information in line with the principles of the Data Protection Act (1998). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Date of birth** | | | **Nationality** | | | | | | | | | | | | | **Gender** | | | | | | | | | | | | **Sexual orientation** | | | | | | | | | | | **Religion** | | | | | | |
| 28/10/1996 | | | British | | | | | | | | | | | | | Male | | | | | | | | | | | | Heterosexual | | | | | | | | | | | None | | | | | | |
| **Cultural background/ethnicity** | | | | | | | | | | | | | | | | **Marriage and civil partnership** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| White British | | | | | | | | | | | | | | | | Never married, nor registered same-sex civil partnership | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The Equality Act 2010 defines a disability as a physical or mental impairment, which has a substantial and long term (more than 12 months) adverse effect on a person's ability to carry out normal day to day activities. In order to ensure that people to whom this definition applies are treated fairly, it would be helpful if you could answer the following. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Do you consider yourself to have a disability as defined above?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | If yes, please detail below | | | | | | | |
| **Disability** | Specific Learning Disability (e.g. dyslexia or dyspraxia) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Section 3: Other Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you ever been convicted of an offence which is not regarded as 'spent' under the Rehabilitation of Offenders Act 1974 (as amended)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | No | | |
|  | | |
| Casual workers will be judged on their ability to do the work applied for and convictions will only be taken into account if they are relevant to that type of work. Information about the Rehabilitation of Offenders Act 1974 can be obtained from your local probation office. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Please complete section 4 and 5 on the next page to enable your payroll record to be set up.**  **Section 4: Bank Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Bank/Building Society name** | | | | | | | | | Santander | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Branch** | | | | |  | | | | | | | | | | | | | | | | | **Account name** | | | | | | | | Mr M D KING | | | | | | | | | | | | | | | |
| **Account number** | | | | | 8 | | 4 | 8 | | | 0 | | | 8 | | | | | 8 | | 2 | | | 7 | | **Sort code** | | | | | | | | 0 | | | 9 | | **-** | 0 | 1 | **-** | | 2 | 8 |
| **Roll number (Building Society A/C ONLY)** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Signed** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Date** | | | | 17/04/2019 | | | | | | |
| **Section 5: Tax Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please complete the [‘Starter Checklist’](https://public-online.hmrc.gov.uk/lc/content/xfaforms/profiles/forms.html?contentRoot=repository:///Applications/PersonalTax_iForms/1.0/SC&template=SC.xdp) to ensure that the correct tax code can be applied to your pay. If you do not provide this form to us this may result in too much tax being deducted from your pay. Please do not send this form to HMRC. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| I confirm that the information I have provided is correct and I give my consent for the University to record and process this information for the purposes stated. | |  |
| **Signature** |  | |

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**Important Information For Students on a Tier 4 Visa**

For students who have limited permission to work during term times you must obtain a letter confirming details of your academic term and vacation times covering the duration of your period of study in the UK and the period for which you will be working. Your Tier 4 visa confirms the number of hours you are allowed to work during term time.

You must ensure that you do not exceed the number of hours you are allowed to work during term time. This includes any work you carry out within or outside of the University including unpaid volunteer work.

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| **Level of Study** | **Hours of work allowed** |
| NQF Level 6 (Undergraduate Degree) or above, | 20 hours per week |
| NQF Level 5 (HND) | 10 hours per week |
| NQF Level 4 (HNC) | 10 hours per week |
| NQF Level 3 (Access to HE Diploma) | 10 hours per week |

Please note that if you stop studying before completing your course you will no longer be entitled to work and will be in breach of your conditions of leave if found working.

If you have any queries about this information please contact the HR Administration Team on extension 4908.