

**SECTION I: DECLARATION *(to be completed by the individual)***

I authorise the University of Aberdeen, until further notice, to credit my salary and any other payments made in connection with my employment to the bank/building society account specified above.

I have been advised of my right to join a pension scheme and have been provided with information on how to join a pension scheme. I acknowledge that further information about the scheme is available to me on request from the Pensions Office.

In addition, I declare that the information contained in this form is accurate and that I meet the criteria detailed in Section A. I attach appropriate documentation as evidence of my immigration and nationality status in accordance with UK legislation.

I have read the attached terms and conditions and I accept the appointment subject to the terms and conditions specified.

Signature: \_\_\_\_\_ Date: \_\_\_\_ 19<sup>th</sup> Jan 2015 \_\_\_\_

**Work should not commence until the form is fully completed and appropriately authorised.**

**Once this form has been fully authorised you will be sent a copy confirming that you are authorised to undertake the work indicated in section B and payment based on the information given in that section will be made on receipt, by the Payroll Office, of appropriately certified timesheets. The information on the page following Section J, details the principal terms and conditions relating to your temporary engagement with the University.**

Notes:

Please use block capitals and if you have a name which involves both upper and lower case letters after the initial letter (eg Macdonald), please indicate the correct spelling in brackets.

Home Address:

If you change your home address, please remember to advise us

National Insurance Number:

If you have not already been allocated a permanent National Insurance number, you will have to apply for one by telephoning Jobcentre Plus on Tel 0845 600 0643 - lines are open 8.00 am to 6.00 pm Monday to Friday. Please be aware that a National Insurance number which starts TN is not a valid number. If you cannot yet provide your permanent National Insurance number, please do not delay returning this form but communicate directly to the Payroll Office on receipt (payroll@abdn.ac.uk).

Bank Account:

Please be aware your salary can only be paid into a UK bank account. If you cannot provide this prior to starting work, please do not delay returning this form.