This form is to be completed for anyone being asked to work as a Part Time Demonstrator for the University. This role is paid on an hourly basis. This form must be completed in full. If not, HR will be unable to progress the appointment from and any payments will not be made.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Personal Details of Successful Candidate | | | | | | |
| Title: | |  | | Surname: | |  |
| Forename: | |  | | Telephone No: | |  |
| Home Address: | |  | | Email: | |  |
| Contract Details | | | | | | |
| Start Date: | |  | | School: | |  |
| Line Manager’s name |  | | | Line Manager’s contact details | |  |
| Cost Centre |  | | | SAF Number | |  |
| Timetable   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Day | Course/Module | Time of class  FROM | Time of class  TO | Length of class in hours | Wk commencing FROM | Wk commencing TO | No of weeks | Total Hours | | Mon |  |  |  |  |  |  |  |  | | Tues |  |  |  |  |  |  |  |  | | Wed |  |  |  |  |  |  |  |  | | Thurs |  |  |  |  |  |  |  |  | | Fri |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | |
| UK Visa’s and Immigration | | | | | | |
| If the Part Time Demonstrator is from outside the EEA, they must have a VISA which details their entitlement to work in the UK.  Students on a student Visa must:   * Provide a confirmation of studies to verify their course end date. * Not work more hours than the hours detailed in their visa (10/20 hours per week). | | | | |  | |
| Right to Work | | | | | | |
| A right to work must be carried out **before** the casual worker undertakes any work. HR carry out the right to work checks. All requests for right to work checks should be directed to [humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk).  It will still be the responsibility of the individual School/Service to ensure that appointment paperwork is completed allowing enough time, in advance of the start date, for the Right to Work check to be completed. A member of the HR Services team can help anyone in your team through this process if they are unsure on what they need to do.  For the right to work checklist from GovUK which shows the current accepted documents, please see Appendix 1. | | | | | | |
| Dean of School Signature | | |  | | | |
| Dean of School Name & Date | | |  | | | |
| Subject Group Leader | | |  | | | |
| Subject Group Leader Name & Date | | |  | | | |

**Guidance**

**Right to Work Checks**

A right to work must be carried out **before** the student undertakes any work. HR carry out the right to work checks and requests for right to work checks should be sent to [humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk).

**UK Visas & Immigration Regulations**

Workers from outside the EEA must not work more hours than stated on their visa. Part Time Demonstrators on a student visa, must not work over the hours detailed within their visa (10 or 20 hours) in any given week during term time or until their studies are completed. If a student has completed their studies, the Host Line Manager must ensure that evidence is provided by the student confirming completion of their studies before giving them more hours work per week (evidence must be either a copy of the individuals academic certificate or a letter from their tutor confirming their completion).