This form is to be completed, in full, for Casuals, Scribes, Specialist Lecturers (<8hours), Invigilators, Student Ambassadors and any other roles where work is undertaken on ad hoc basis. **Guidance is enclosed.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal Details of Casual Worker – For completion by the Casual Worker | | | | | | | | | | | | | | | | |
| Title: | |  | | | | | | Surname: |  | | | | | | | |
| Forenames: | |  | | | | | | Preferred Name: |  | | | | | | | |
| UK National Insurance Number: | |  | | | | | | Date of Birth: |  | | | | | | | |
| Sex / Gender: | |  | | | | | | Nationality: |  | | | | | | | |
| Home Address & Postcode: | |  | | | | | | Home Telephone Number: |  | | | | | | | |
| Mobile Number: |  | | | | | | | |
| Email Address (Please complete carefully, as your e-payslip will be sent to this address. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Bank Details | | | | | | | | | | | | | | | | |
| Sort Code: | |  |  |  |  |  |  | Account Number: |  |  |  |  |  |  |  |  |
| Account Holder Name  (as shown on bank card): | |  | | | | | | | | | | | | | | |
| Tax Form Declaration (This must be completed if a P45 is not attached) | | | | | | | | | | | | | | | | |
| Read all the following statements carefully and enter ‘X’ in the one box that applies to you. | | | | | | | | | | | | | | | | |
|  | This is my first job since last 6 April and I’ve not been receiving taxable Jobseeker’s Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.  This is now my only job, but since 6 April I’ve had another job or received taxable Jobseeker’s Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.  As well as my new job, I have another job or receive a State or Occupational Pension. | | | | | | | | | | | | | | | |
| **Student Loans (Advanced in the UK)**  If you left a course of UK Higher Education before last 6 April and received your first UK Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter ‘X’ in the box. *(Do not enter ‘X’ in the box if you are repaying your loan by direct debit through your bank).* | | | | | | | | | | | | | | | | |
| **Veterans**  Is this employment within 12 months of you leaving the UK regular armed forces?  If Yes- Please select the box and advise the below date: | | | | | | | | | | | | | | | | |
| **Date first Civilian employment started after leaving the forces:**  (Which may not be the start date of this contract) | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| For details on how your information is processed, please view the Staff Privacy Notice  <https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx> | | | | | | | | | | | | | | | | |

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| Diversity Data – For completion by the Casual Worker | | | | | |
| As part of our legal duties (Equality Act 2010 and Public Sector Equality Duty), we are required to collect data and monitor the diversity of our workforce. All diversity information provided below will be kept confidential and used anonymously for monitoring purposes only.  Edinburgh Napier University is enriched by the diversity of perspectives, cultures and backgrounds brought by all within our global community. We are committed to a positive environment where diversity and inclusiveness is celebrated and everyone is treated fairly regardless of sex, sexual orientation, gender reassignment, disability, age, ethnic origin, religion or belief, marital or civil partnership status or whether pregnant or on maternity leave. We commit ourselves to providing a learning, working and social environment that is free from discrimination, prejudice, intimidation, stigmatisation and all forms of harassment and bullying. | | | | | |
| **Does your gender identity match or differ from sex as registered at birth**?  ❑ Gender identity matches sex as registered at birth  ❑ Gender identity differs from sex as registered at birth  ❑ Prefer not to say | | | | | |
| **What is your ethnicity**?  ❑ British  ❑ White British  ❑ White Irish  ❑ White Scottish  ❑ White English  ❑ White Welsh  ❑ Any other White Background | | ❑ African  ❑ Caribbean  ❑ Any other Black Background  ❑ Indian  ❑ Pakistani  ❑ Bangladeshi  ❑ Chinese  ❑ Any other Asian Background | | | ❑ White and Black Caribbean  ❑ White and Black African  ❑ White and Asian  ❑ White and Chinese  ❑ Any other Mixed Background  ❑ Any other Ethnic Background  ❑ Gypsy Traveller  ❑ Non national  ❑ Not stated |
| **Do you consider yourself to have a disability?**  ❑ Yes- disabled ❑ Not disabled❑ Prefer not to say ❑ Not known  We use the Equality Act 2010 definition, which is*“physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities”.*  If yes, is it one of the following: | | | | |  |
| Dyslexia  Mental health difficulties  (please specify below).  Personal Care Support  Disability not listed  (please specify below). | Hearing Impairment  Hidden disability such as  epilepsy or diabetes  (please specify below)  Multiple disabilities  (please specify) | | | Wheelchair user/mobility difficulties  Learning difficulties (please specify)  Blind/partially sighted/visually  impaired | |
| Additional information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **What is your religion**?  ❑ Agnostic  ❑ Buddhist  ❑ Christian – Protestant  ❑ Christian - Roman Catholic  ❑ Christian - Other | | | ❑ Hindu  ❑ Jewish  ❑ Muslim  ❑ Sikh  ❑ Other  ❑ No Belief | | |

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| Details of Engagement – To be completed by Host Manager | | | | |
| SAF Number: |  | | Start Date: |  |
| School/Service: |  | | Expected end of engagement: |  |
| Campus: |  | | Is this the only/final payment? If yes, the person will be made a leaver. | Yes  No |
| Role: | Casual  Scribe  Specialist Lecturer  Invigilator  Student Ambassador | | | |
| Does this role require a disclosure/PVG Check?  Yes  No | | | | |
| Subject Group (Only if Academic): |  | | | |
| Host Manager’s name: |  | | Host Manager’s contact details (e-mail and tel. no): |  |
| ATAS check | | | | |
| 1. Will the individual be completing research work at postgraduate level?  Yes  No 2. Is the individual on a Tier 2 General/Skilled Worker visa, a Tier 4/Student visa, or a Government Authorised Exchange visa?  Yes  No   If the answer to questions 1 and 2 above is ‘yes’, please note that clearance under the Academic Technology Approval Scheme (ATAS) applies to researchers on sponsored visas including Tier 2 General/Skilled Worker, Tier 4/Student and Government Authorised Exchange (apart from exempt nationalities) who are intending to undertake research in certain sensitive subjects. More information here: <https://www.gov.uk/guidance/academic-technology-approval-scheme> .  **In scope researchers must obtain an ATAS certificate before beginning new research activity in the UK.**  **Is the individual an ATAS exempt national? Select nationality from list below:**   * EU/EEA National * Australia * Canada * Japan * New Zealand * South Korea * Singapore * Switzerland * USA   EU – Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.  EEA - Iceland, Liechtenstein and Norway  **Where no nationality exemption applies, you will be required to complete an ATAS assessment to determine if**  **ATAS clearance is needed. Please email** [**humanresources@napier.ac.uk**](mailto:humanresources@napier.ac.uk) **to arrange this.** | | | | |
| Resources | | | | |
| By default casual workers do not receive access to University resources e.g. library; IT accounts or ID badge, however if access is required to perform the work requested, please outline the reason: | | | | |
| Level of Access:  Limited  Standard  Enhanced  If limited access, an email address must be provided in the personal details section  If a casual staff card is required attach a passport photo or email a photo to [humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk) with a note of the name. | | | | |
| Cost Centre:  This must be provided or the request cannot be processed. | |  | | |
| Sign Off | | | | |
| Host Managers Signature: |  | | | |
| Dean/Director of Service Signature: |  | | | |
| Date of Signing |  | | | |
| ***By signing this form, you are confirming that:***   * ***a right to work check will be carried out and an ATAS certificate obtained (where the worker is in scope) in advance of the casual worker undertaking any work in order to comply with UKVI legislation, and it is appropriate that the casual worker is engaged in this activity.*** | | | | |

**Guidance for Host Managers**

**Host Manager is the person who will engage the casual worker on behalf of the University -** this could be someone responsible for centrally managing a group of casual staff, e.g. Invigilators, External Examiners or Student Ambassadors or it could be the person the casual worker reports to on a daily basis.

**Right to Work Checks**

A right to work **must be carried** out **before** the casual worker 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 Visa & Immigration Regulations**

Workers must only complete work which is permitted on their visa route. Casual Workers on a student visa will have a weekly working hours limit listed on their visa (normally 20 hours per week) and must not exceed this in any given week during term time or until their studies are completed. If a student has completed their studies, the Host Manager must ensure that evidence is provided by the student confirming completion of their studies to Human Resources before allocating them more than their term time weekly working hours limit (evidence must be either a copy of the individual’s degree certificate, degree award letter or a letter from their Student Administration/Visa and International Support Team confirming their course completion).

The Academic Technology Approval Scheme (ATAS) applies to all international students and researchers (apart from exempt nationalities) who are subject to UK immigration control and are intending to study or research at postgraduate level in certain sensitive subjects. Where the Casual Worker will be undertaking research and is in scope for ATAS, they must provide a copy of the ATAS certificate confirming clearance to undertake the research **before they are permitted to start the work**. Further information - <https://www.gov.uk/guidance/academic-technology-approval-scheme>

**Hours of Work**

Please note that the Host Manager is responsible for ensuring that the Casual Worker complies with the Working Time Directive. <http://www.direct.gov.uk/en/Employment/Employees/WorkingHoursAndTimeOff/DG_10029426>

The Host Manager must ensure that the Casual Worker does not work more than 48 hours per week (on average), especially where they work in more than one department. They must further ensure the worker is given and takes all necessary breaks, if a Casual Worker works over 6 hours they need to take a minimum of a 20 minute break (all breaks are unpaid).

**What are the IT account types available to casual workers?**

|  |  |
| --- | --- |
| **Account Type** | **Access** |
| **Enhanced Casual**  (gives almost the same access as a staff user however the user is not part of the all staff mailing list.) | * User gets S and H drive access * @napier.ac.uk email account created * Added to department mailing list * Mapped U drive and any associated apps with the dept * WIFI access/VPN access * Departmental sharepoint access * Ability to print/scan/copy * Access to library e-resources |
| **Standard Casual**  (an account that allows a little more access, this is for Casuals working within the university that need some restricted access and an @napier.ac.uk email account) | * User gets H drive access * @napier.ac.uk email account created * WIFI access/VPN access * Ability to print/scan/copy * Access to library e-resources * Access to network applications |
| **Limited Casual**  (a restricted access account that is for Moodle only access or for remote workers for specific restricted access to services) | * User gets H drive access * Ability to access Moodle * Access to library e-resources * Access to network applications   **User does not get** a Napier email account – An external email address must be supplied to allow this account to be created. |

**Guidance for Casual Workers**

**HMRC Guidance**

Providing your employer with accurate details about yourself helps make sure that you are paying the correct amount of Tax and National Insurance contributions. It also helps to protect your entitlement to certain State Benefits and State Pension.

* Key personal details that your employer needs to have recorded accurately are:
* Name – full and official forename(s) and surname *i.e. full forename(s) not initials*
* Date of birth *- giving a wrong date of birth may affect your entitlement to state benefits*
* UK National Insurance number (NINO) – *this will begin with two letters, followed by six numbers and will end with a letter either A, B, C or D. If you don’t know this you may find it on documents we have sent you e.g. Tax Credit Award notices, or from Department of Work and Pensions (DWP). It may also be on a payslip you have received or the following link will help you trace your NI number using form CA5403* [*http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=WCHblKPNSXc&formId=3643*](http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=WCHblKPNSXc&formId=3643)
* Verification:

To ensure the details you provide are accurate, we need to verify the information from an official source such as:

* HMRC and /or Department for Work and Pensions (DWP) documentation
* passport documentation
* birth certificate
* full driving licence (photo version)

**National Insurance Number**

Overseas/EEA students who do not have a valid UK National Insurance number, and have the right to work in the UK, should contact Jobcentre Plus – Telephone 0845 600 0643 (8am to 6pm, Monday to Friday). They may require you to attend an ‘Evidence of identity’ interview. They will advise you on what evidence you will be required to take with you to the interview in order to establish your identity. The consequence of you not registering and obtaining a permanent NI number is that it will not be possible to claim any credits or benefits in respect of any contributions that may have been paid or to secure a transfer of any such benefits to your country of origin.

**UK Visa & Immigration Regulations**

You will be required to undertake a right to work check with the university **before** starting work. Requests for right to work checks should be sent to [humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk).

You must only complete work which is permitted on your visa route. If you are a Casual Worker on a student visa you will have a weekly working hours limit listed on your visa (normally 20 hours per week) and must not exceed this in any given week during term time or until your studies are completed. If you are on a student visa and have completed your studies, you must ensure that you provide evidence confirming your completion of studies to Human Resources and your Host Manager before your Host Manager can allocate you any hours exceeding your term time limit. Evidence must be either a copy of your degree certificate, degree award letter or a letter from your Student Services/Visa and International Support Team confirming your course completion).

The Academic Technology Approval Scheme (ATAS) applies to all international students and researchers (apart from exempt nationalities) who are subject to UK immigration control and are intending to study or research at postgraduate level in certain sensitive subjects. Where you will be undertaking research work and are in scope for ATAS, you must provide a copy of your ATAS certificate to Human Resources confirming clearance to undertake the research before you will be permitted to start the work. Further information - <https://www.gov.uk/guidance/academic-technology-approval-scheme>

**Diversity Data**

Edinburgh Napier University is committed to promoting equality of opportunity. The primary aim of our Equality and Diversity Statement (which can be found at [www.napier.ac.uk/diversity](http://www.napier.ac.uk/diversity) ) is to ensure that all applicants and workers are treated equitably and are not discriminated against on grounds of gender, marital status, race, religion or belief, colour, ethnic origin, nationality, sexual orientation, age or disability. In order for us to monitor the effectiveness of this policy we need information from you that will be held on a computerised database covered by the provisions of the Data Protection Act.

The information on this form will be sent to Human Resources, who will collate all the information provided and report on, for instance, how many women applied for employment to the University. Over time, if the statistics show that the University’s staff profile is at variance from the community it serves, measures may be put in place to address the imbalance. Your data will be processed in line with the [Processing of Staff Personal Data](https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx)