*To be used only for people not on university payroll. Please ensure that the form is fully completed and signed by both claimant and authorising manager before passing to Clare Wickings. Incomplete/unauthorised forms will not be processed. Forms received by the last day of the month will usually be paid at the end of the following month.*

***Casual workers cannot be engaged for more than 12 weeks****. If the work require will take longer than 12 weeks, please contact Clare Wickings to discuss employment options.*

Please complete electronically. All fields are expandable if required

|  |
| --- |
| Full name:       |
| Address and postcode:       |
| National Insurance number:       | Date of birth:        |
| Bank details: Sort code:       | Account number:       |
| Equal opportunities: | Your nationality:       Your ethnicity:       Are you disabled?        | Prefer not to say: [ ] Prefer not to say: [ ] Prefer not to say: [ ]  |
| Week 1 - hours worked week beginning Monday       *(insert date)*

|  |  |  |  |
| --- | --- | --- | --- |
| Monday | From       to       | From       to       |       |
| Tuesday | From       to       | From       to       |       |
| Wednesday | From       to       | From       to       |       |
| Thursday | From       to       | From       to       |       |
| Friday | From       to       | From       to       |       |
| Total hours in week: |       |

Week 2 - hours worked week beginning Monday       *(insert date)*

|  |  |  |  |
| --- | --- | --- | --- |
| Monday | From       to       | From       to       |       |
| Tuesday | From       to       | From       to       |       |
| Wednesday | From       to       | From       to       |       |
| Thursday | From       to       | From       to       |       |
| Friday | From       to       | From       to       |       |
| Total hours in week: |       |

  |
| [ ]  Tick here if you are a full-time student on vacation: you need to complete a P38S *(from http://www.hmrc.gov.uk/forms/p38s.pdf)* [ ]  Tick here if you are not a student AND you don’t have a P45 from your last employer: you need to complete a P46 |
|  Please print the form then sign and date it to the right of the arrow. Pass the form to your line manager for authorisation. |
| Account to be charged: Hourly rate:  |
| Authorisation signature and date |