*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 | | | |