**This form should only be used when appointing a casual or group of casuals who will be undertaking no more than 12 weeks work or 420 hours. Forms are valid for a period of up to 6 months only. If you are considering recruiting an individual who has recently left a permanent, fixed-term or causal contract at the RVC, please be aware they must have a break in service of at least one calendar month before they can commence a (or /another) casual contract.**

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| From April 2020, all workers are required to have a statement of written particulars (contract or agreement of terms) from their 1st day of work. NO WORKER can commence work and no work can be undertaken until the worker contract has been issued by HR, signed and returned to HR by the individuals along with the verification of the Right To Work.  |

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| **Period Required (wks)** |  | **Anticipated Start Date** |  | **Anticipated End Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Requested By |  | Date Submitted |  |
| Job Title of Casual |  | Department |  |
| Line Manager |  | Head of Department |  |
| Location | [ ]  UK [ ]  Overseas | Please specify Location Site/ or ++Country |  |

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| --- | --- | --- | --- | --- | --- |
| Employment Type: FT/PT |  | Hours per week |  | Working Pattern: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Casual Grade |  | Casual Point |  | Hourly rate | £ |
| Estimated Total cost of the contract (#) | £ | DBS Check | [ ]  Yes [ ]  No | Animal Rights Check  | [ ]  Yes [ ]  No |

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| **Reason for Request** Please provide a brief explanation why this post needs to be filled is mission critical & brief description of duties. Please include full background as to why the work cannot be absorbed into current staff, and where the cost is funded from. Please note this information will help the approval process.(#) When setting rates for Research funded casual workers – these must be fully inclusive of employment costs/NI. Please check with the Research office.**++ If the individual is to be based or travel overseas, please include full details** for the College to determine whether this is feasible around country specific tax/social security, pension and employment law requirements and associated costs.  |
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| Name of intended Casual if Known |  | Proof of Right to Work copied, verified and sent to HR **#** |  |
| [ ]  Please X here if the casual is a STUDENT (UK or overseas). Please note the student is not able to work more a total of 20 hours per week during term time (or possibly less, according to their student route visa**\*\***.)  | If *Student Route visa* holder, please ✓ to confirm that you have checked any visa restrictions and understand that that it is your responsibility to ensure that any work offered, does not breach these restrictions | Student route visa holder **\*\*** | [ ]  Yes [ ]  No |

# It is the line managers’ responsibility to check right to work. Once you know the name of the person you want to employ, you are responsible for taking a copy of the document, verifying the document and forwarding the copy to HR for our records before they commence employment.

\*\* If they hold a student route visa, you should ensure that any work you offer is compliant with their visa restrictions, specifically around the number of hours they can work.  **…/p2**

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| --- | --- | --- | --- | --- | --- |
| **Cost Code split** | **1** |  | **%** | **RVP** Cost code No. and description |  |
| **2** |  | **%** | **RVP** Cost code No. and description |  |
| **3** |  | **%** | **RVP** Cost code No. and description |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorisation** | **Full Name****Printed** | **Signature/Electronic Signature**  | **Date**  |
| Line Manager  |  |  |  |
| Head of Department  |  |  |  |
| Finance ORResearch Office for Grant Funded Projects |  |  |  |
| Vice Principal/COO/CFO |  |  |  |
| If position split 2nd Vice Principal/COO/CFO |  |  |  |

Any position requiring **overseas working** will require additional sign-off

|  |  |  |  |
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| Taxation Manager (Tom Nash) |  | **Date** |  |
| Director of Finance (Julie Waterfield) |  | **Date** |  |

**ALL**

|  |  |  |  |
| --- | --- | --- | --- |
| HR (as *acting* Principal for Resourcing) HOD of HR Operations |  | **Date** |  |

Office use only:

|  |  |
| --- | --- |
| HR Date Received: |  |
| **HR Notes/Actions:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **HR Data Input & Date** |  | **HR Data & Input Checked by & Date** |  |