

This form should be completed whenever a casual worker is engaged for the first time, and refreshed annually thereafter. Please refer to the [guidance notes](#) when completing this form

<b>Section A: Personal Details</b>				If you are an Imperial College student or have previously worked for the College please provide your CID number (which can be found on the front of your swipe card) <input type="text"/>			
Title		Surname or family name					
First Names		Former Surname (if applicable)					
Date of Birth (DDMMYYYY)		Gender		Male	Female	External email address (non-students)	
				<input type="checkbox"/>	<input type="checkbox"/>		
Residential Address line 1		Town					
County		Postcode					
Telephone number		Mobile					
<b>Section B: Bank Details</b>							
Name of Bank			Sort Code (6 digits)			<input type="text"/>	
Account number (8 digits)			Building Society reference (if applicable)			<input type="text"/>	
<b>Section C: Tax and national insurance.</b> Please tick one box (A, B or C) to indicate your present circumstances, and if possible give your National Insurance Number. (See guidance notes – particularly if you have a valid P45 form from a previous employer)							
This is my first job since last 6 April, and I have not been receiving taxable Jobseeker's Allowance or taxable Incapacity Benefit or a state or occupational pension				<input type="checkbox"/>	I have another job or receive a state or occupational pension		<input type="checkbox"/>
This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance or taxable Incapacity Benefit. I do not receive a state or occupational pension				<input type="checkbox"/>	Please give your national insurance number (9 digits)		<input type="text"/>
<b>Section D: Nationality and Eligibility to work in the UK</b>							
What is your nationality?				<input type="text"/>			
Please read the guidance notes. You must provide your manager with original documents to prove your eligibility to work in the UK. UK and EU citizens must provide their passport, and non-UK/EU citizens must additionally provide a copy of their entry visa or equivalent				attach a photocopy of my passport or EU identity card		<input type="checkbox"/>	
				attach a photocopy of my UK entry visa or equivalent (overseas citizens only)		<input type="checkbox"/>	
<b>Section E: Disability</b> Please indicate which of the following applies to you.							
<input type="checkbox"/>	No known disability	<input type="checkbox"/>	Specific learning disability	<input type="checkbox"/>	Other type of disability		
<input type="checkbox"/>	General learning disability	<input type="checkbox"/>	Cognitive impairment	<input type="checkbox"/>	Do not wish to disclose		
<input type="checkbox"/>	Long-standing illness or health condition	<input type="checkbox"/>	Mental health condition	<input type="checkbox"/>			
<input type="checkbox"/>	Blind or serious visual impairment	<input type="checkbox"/>	Deaf or serious hearing impairment	<input type="checkbox"/>			
<b>Section F: Work-type</b> Please indicate which of the following most closely applies to the work in which you will be engaged (tick one box only).							
<input type="checkbox"/>	Visiting lecturer, guest speaker, external examiner	<input type="checkbox"/>	Student demonstrator, graduate teaching assistant (over £23/hr)	<input type="checkbox"/>	Library assistants, secretarial staff, telephonists, data entry and general admin (all under £23/hr)		
<input type="checkbox"/>	Academic research	<input type="checkbox"/>	Student demonstrator, graduate teaching assistant (under £23/hr)	<input type="checkbox"/>	Catering and bar staff, retail and customer services, sports and leisure attendants, nursery nurses (all under £23/hr)		
<input type="checkbox"/>	Professional consultancy (non-academic), technical, building and healthcare professionals over £23/hr (level 4 equivalent)	<input type="checkbox"/>	Laboratory, building and maintenance workers, caretakers, cleaners, plant operatives, drivers, security personnel (all under £23 / hr)	<input type="checkbox"/>	Other work (insert brief details)		
<b>Section G : Start Date</b>		Enter the date you expect to start work (DD/MM/YYYY)		<b>Section J: Access to College Facilities required (non-students only)</b>			
		<input type="text"/>					
<b>Section H : Ethnic Origin</b>		Read the guidance notes and enter a number between 1 and 14		Computer network account (College log-in)	College email address	Security ID card (for buildings access)	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Section I : Student status</b>		I confirm that I am a registered student of Imperial College		<input type="checkbox"/>		<b>Manager's Name (write clearly)</b>	
						<b>Department</b>	
<b>Casual Worker's declaration</b>				<b>Manager's declaration</b>			
I confirm that <ul style="list-style-type: none"> <li>all details completed above are correct</li> <li>I will inform my manager promptly if any of them change</li> <li>I understand that this form is valid for a maximum of 12 months from this date and must be refreshed thereafter if I continue to work for Imperial College.</li> </ul>				I confirm that : <ul style="list-style-type: none"> <li>a Casual Letter of Understanding or equivalent contractual document has been issued (see manager's guidance notes)</li> <li>I have seen original versions of documentary evidence of the person's eligibility to work in the UK, and attach certified photocopies herewith</li> </ul>			
<b>Hard copy applications only, please sign and stamp before submitting to the Payroll Office</b>							
Signed				Signed			