



Casual/Bank Contract Form

Contract Details

Bank Worker

Casual Engagement

SCHOOL/UNIT CONTACT DETAILS

School / Unit:

Contact name:

Telephone number:

Full email address:

PLACE AND NATURE OF WORK / DURATION OF CONTRACT

Payslip location:

Job Title:

Rate of pay:

Job Title 2:

Rate of pay:

Job Title 3:

Rate of pay:

Reason for contract:

Scope of duties:

Is this position: Teaching

Non-Teaching

Contract Start Date:

Contract End Date:

Is the post externally funded?

If yes, please complete the section below

EXTERNAL FUNDING

Contact Name:

Extension Number:

Email Address for Financial Advice & Support:

Signature from FA&S confirming approval:

EMPLOYEE

First Name:

Surname:

Email Address:

APPROVAL BY: HEAD OF SCHOOL/UNIT, PRINCIPAL INVESTIGATOR OR AUTHORISED SIGNATORY

If applicable, I can confirm that the nationality check / visa has been verified and attached

If applicable to the job(s), I can confirm that an Application to join the PVG Scheme form has been attached.
Please note that scheme membership is now only required in limited circumstances and the PVG Policy and Guidance should be referred to for further information.

Signature:

Date:



Casual Contract 1² Employee Details

PERSONAL DETAILS

Title:	Surname:
Forename(s):	Gender: Male Female
Current Local Address:	
Postcode:	Student Matriculation Number (if applicable):
Date of Birth	NI Number:
Telephone Number:	
Do you have any current contract with the University?	
Staff ID Number:	<i>(detailed on payslips as Payroll Ref)</i>

BANK / BUILDING SOCIETY DETAILS

Sort Code:	Account Number:
Roll Number (Building Society only):	
Bank / Building Society Name & Address:	

YOUR PRESENT CIRCUMSTANCES

Read all the following statements carefully and tick the appropriate box

This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity benefit or a state or occupational pension.

This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance, Employment and Support Allowance or Incapacity Benefit. I do not receive a state or occupational pension.

I have another job or receive a state or occupational pension.

STUDENT LOANS

If you left a course of Higher Education before last 6 April and received your first student loan installment on or after 1st September 1998 and you have not fully repaid your Student Loan, please tick the following box. If you are required to repay your student loan through your bank or building society account, do not tick the box.



Casual Employee Details (Continued)

The University of St Andrews is committed to promoting Equality of Opportunity and Diversity in all activities including recruitment and employment, and ensuring no direct or indirect discrimination occurs. The data you supply will be used for reporting and statistical purposes only and does not form part of any other process. The information is stored confidentially and is only accessible by Human Resources.

EQUAL OPPORTUNITIES (Optional)

Marital Status:	Gender:
Nationality:	Ethnic Origin:
Religion:	Sexual Orientation:

DISABILITY (Optional)

The University is compliant with the Disability Discrimination Act 1995 (DDA) which protects disabled people. The DDA defines a person as disabled if they have a 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.

Do you consider yourself to have a disability?

If yes, please indicate the type of impairment:

Please provide any additional information that you feel is relevant to your disability:

SIGNATURE AND DATE

I understand that this is a casual/bank contract which is due to end on the date specified in this document. I have no expectation of an extension or renewal of the contract beyond this date. I confirm that I have received, read and agree with the Terms and Conditions that apply to this contract.

Signature:

Date:

Please return completed, signed and dated form to: