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**New Staff Details – All Categories of Worker**

***All fields on this form are mandatory and MUST be completed for payroll purposes and to allow the University to complete various anonymous statutory returns and/or to comply with legislative requirements.*** See Note A for our Fair Processing Statement.

\* delete as appropriate

# Personal Details

|  |  |
| --- | --- |
| **Title** | Prof/Dr/Mr./Mrs. /Ms. /Miss/Lady/Lord/Sir/Reverend\* |
| **Last Name/Family Name**  **(please highlight your Family name)** |  |
| **First Name(s)** |  |
| **Address**  **(UK address preferred)** |  |
| **Post Code** |  |
| **Date Of Birth** (DD/MM/YY) |  |
| **National Insurance number** |  |
| **Have you previously been employed by**  **Heriot-Watt University?** | Yes/No\* |
| **If ‘yes’, what dates were you employed?**  **(if known)** |  |
| **What was your HWU Employee No.?**  **(if known)** |  |

**Bank Information**

|  |  |
| --- | --- |
| **Bank or Building Society Name** |  |
| **Branch** |  |
| **Sort Code** |  |
| **Account Number** |  |

**HESA Information**

|  |  |
| --- | --- |
| **What is your Highest Educational**  **Qualification** |  |
| **Have you previously been employed by**  **another HEI in the UK** | Yes/No\* |
| **If ‘yes’, what was the most recent HEI you**  **were employed by?** |  |
| **If ‘yes’, what is your HESA number?**  **(If known)** |  |

**Eligibility to Work in the UK**

Please note that we need to verify your passport, together with Visa/Biometric Card if required to satisfy UKVI requirements. We are unable to commence employment and pay salary until we have seen the original documents or verified them via an online share code. (Please see our [Right To Work Checks Guidance](https://www.hw.ac.uk/uk/services/docs/hr/policies/IMMIGRATIONGUIDANCE-RighttoWorkChecksfromOctober2022.pdf) and Note B for further details on suitable evidence required to provide proof of eligibility).

# If your eligibility to work is based on a Student Visa (previously Tier 4 Visa) you must not work more than 10 or 20 hours per week during term time for any employer. This includes work carried out under a contract/s of employment, casual work, overtime, and unpaid /voluntary work.

|  |  |
| --- | --- |
| **Passport Country / Nationality** |  |
| **Passport Number** |  |
| **Issue Date** (DD/MM/YY) |  |
| **Place of Issue** |  |
| **Place of Birth** |  |
| **Expiry Date** (DD/MM/YY) |  |

**Visa Details (for non-UK or Irish Nationals)**

|  |  |
| --- | --- |
| **Type of Visa Held** |  |
| **Visa Number** |  |
| **Issue Date** (DD/MM/YY) |  |
| **Expiry Date** (DD/MM/YY) |  |
| **Place of Issue** |  |
| **Issuing Authority** |  |

**Personal Declaration**

I confirm that the above information is, to the best of my knowledge correct and complete.

|  |  |
| --- | --- |
| **Print name** |  |
| **Signature** |  |
| **Date** (DD/MM/YY) |  |

# Note A – Fair Processing Notice: How Heriot-Watt University uses your information

Heriot-Watt University is a public authority with a number of legal duties placed upon us to ensure that we eliminate unlawful discrimination and promote equal opportunities. To help us meet these duties we are collecting information about our service users to help us plan activity for improving our services. Under various Data Protection Acts, the information you give us is voluntary and Heriot-Watt University will keep your personal details safe and secure with strict limits on who has access to the information, and you may ask us to stop processing this data at any time. By filling in the form and returning it, you are consenting to your data being processed and looked after in this way. Information about what the University holds and does with your personal information and how to use your privacy and data protection rights is in our [Privacy Notice](https://www.hw.ac.uk/uk/services/information-governance/access/privacy-employees-contractors.htm) for employees and contingent workers. If you have any questions or queries about this, please contact the Data Protection Officer at [FOI@hw.ac.uk](mailto:FOI@hw.ac.uk).

**Note B – Evidence to Support Proof of Eligibility to work in the UK**

UK Immigration legislation, in particular the Immigration, Asylum and Nationality Act 2006, is designed to prevent illegal working in the UK. To prevent illegal working it is necessary that employers carry out document checks on all prospective employees. These checks are required to ensure that employees demonstrate that they are eligible to work in the UK.

Therefore, you cannot start work until we have seen/verified the required documents.

The evidence you need to provide must be in one of the following formats as confirmed in Government Guidance [Employers Guide to Right to Work Checks](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1066838/Employer_s_Guide_to_Right_to_Work_Checks__PDF_.pdf):

* a UK or Irish passport
* a document issued by the Home Office confirming that the holder has no time limit on their stay in the UK
* an Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment
* A passport endorsed to show the holder is able to stay and has permission to work in the UK
* A letter issued by the Home Office confirming that the holder is permitted to take employment in the UK
* A biometric card confirming your employment status together with your passport
* If you are a UK National but do not have a passport you will need to provide:
* an official document confirming your National Insurance (NI) number and name, such as a P45, P60 or National Insurance card, along with either a full birth certificate, a letter issued by the Home Office, or an Immigration Status Document

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**STUDENTS ON A STUDENT VISA UNDERTAKING ANY PAID, UNPAID OR VOLUNTARY WORK AT HERIOT-WATT UNIVERSITY**

**Before completing this form, please read the** [**Guidance for Working on a Student Visa**](https://www.hw.ac.uk/uk/services/docs/hr/policies/Guidance-for-working-on-a-student-visa.pdf)

**Please complete the relevant parts of this form and sign and date EVERY TIME you accept work of any type from anywhere in Heriot-Watt University.**

**My Name………………………………………………………………My School………………………………………………………..**

**My Student Number………………………………….**

**If employed on an employment contract, my FTE (hours per week as stated in my contract)………….**

**My Payroll Number** (if employed on an employment contract and/or previously engaged on casual work) …....................................................................................

**My Proposed start date for this engagement…………………………………………………………………….**

**I understand that I cannot start this work until this engagement has been approved.**

I have permission to work in the UK which is limited by the terms of my Student visa, and I understand that any work, whether as a casual worker or contracted employee; paid or unpaid, counts towards my weekly limit of 10 or 20 hours per week during term-time including:

* Work done on a fixed term or open-ended employment contract
* Paid casual work
* Volunteering
* Student ambassador
* Student Union Officer
* Any other type of paid or unpaid work

**I understand that working hours are calculated on a weekly basis rather than a monthly average**

Please complete the statement/s which apply to you

1. I am studying for a PhD (either PG Taught or PGR)
   1. Yes (Go to Q2)
   2. No (Go to Q4)
2. My term-time dates are…………………………………………….………………………………….
3. My holiday dates are[[1]](#footnote-1)………………………………………………………………………………….
4. I have completed my PhD on date………………………………………………….and have achieved the following:

* Handed in my thesis
* Completed my viva exam
* Completed and submitted the corrected version of my thesis after the viva

I attach a copy of an email from my Supervisor confirming the above

1. My Supervisor is (Name, School, University) ……………………………………………………………………
2. This is the first time I have accepted work from Heriot-Watt University, and I have provided details of my eligibility to work to you.

⬜ Yes

⬜ No (Go to Q4)

1. I have worked for Heriot-Watt University previously on these dates:

……………………………………………………………………………………………………………………….

1. I carried out the following work in (state which School, Directorate– list all work that you have previously done)

……………………………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………….

**I understand that I must not accept work, paid or unpaid, which would bring my total hours above the limit of 10 or 20 hours that is shown on my Student Visa for each week including all the work being undertaken.**

**I declare that in accepting this offer of work, the total weekly hours including any other work I may carry out for Heriot-Watt, EBS and/or any other employer, will not result in a breach of the terms of my visa.**

SIGNED……………………………… DATE………………

Please now send this form to [**casualrecruitment@hw.ac.uk**](mailto:casualrecruitment@hw.ac.uk)

If it becomes apparent that you have breached the terms of your visa by working in excess of 20 hours per week, you will not be offered any further work and may not be paid for any work carried out in breach of the visa regulations. We may also need to report you to the Home Office for illegal working.

APPENDIX 1

**DEFINITION OF TERM-TIME AND HOLIDAY FOR STUDENTS ON A STUDENT VISA**

Term-time at HWU is defined by the University Calendar Dates: <http://www.hw.ac.uk/student-life/how-to-apply/academic-calendar.htm>.

If you are not studying at HWU, you must produce a copy of the term-time dates at your own University.

Students studying for a PhD

You are eligible to work up to **a maximum of 20 hours per week during term-time**. The hours cannot be averaged out, and all hours worked, regardless of employer, type of contract or paid/unpaid are combined together for the weekly limit.

PhD Students and holiday entitlement

PhD students are entitled to **6 weeks holiday per year**, as agreed with your Supervisor. *Note this is not as long as normal university vacations but only 6 weeks across the full calendar year*. During these 6 weeks, you may undertake unlimited work, but the holiday must be clearly noted on the timesheet, otherwise the 20-hour limit will be applied.

The UKVI does not define “unlimited work” but as holiday is specifically granted under the Working Time Directive to recover and rest, we recommend that sensible and reasonable hours are offered during these periods. The University standard working week is 35 hours.

Students studying for a qualification AT LEAST at degree level but below PhD

You are eligible to work up to **a maximum of 20 hours per week during term time.** The hours cannot be averaged out, and all hours worked, regardless of employer, type of contract or paid/unpaid are combined together for the weekly total

Students studying for a qualification BELOW degree level, e.g., foundation or pre-sessional English language programmes and some Global College Courses

The maximum limit is **10 hours per week during term time**. If you are a student attending, for example, a 2-semester English /programme, you may undertake casual work up to this limit. The entitlement to work and the limits will be clearly stated in your passport and visa stamp/BRP.

1. If you are unable to provide this, we cannot offer you full time hours at any time until your PhD is completed [↑](#footnote-ref-1)