

CASUAL WORKER DATA COLLECTION FORM

Information entered on this form will be treated as personal and confidential, and processed in accordance with the GDPR and related UK data protection legislation.



Dept. use only.			
Department	Mathematics	Division	MPLS
Casual appt start date:		Casual appt end date:	
Casual appt type:	Casual Worker / Casual Teacher / Casual Examiner / Student Ambassador		
Administrators: Please ensure the Casual Worker completes a Staff Starter form. This form is available from the Equality and Diversity website . It can also be generated from CoreHR (once the Casual Worker has been appointed).			

- We are required to report information including your legal sex (*see note), to Her Majesty's Revenue & Customs (HMRC), the UK's tax authority.

All fields are mandatory unless otherwise indicated.

PERSONAL DETAILS - Please do not include any punctuation marks or diacritics in the name or address as these are not accepted by HMRC and some are not compatible with the BACS payment system.			
Surname			
Forename(s)			
Middle name(s)			
Given/preferred name (known as)			<i>This will be used in your email address</i>
Initials			<i>Forename and middle name/s only</i>
Title (Dr, Ms etc.)			
Home address <i>(Please include Country if outside the UK)</i>			
Postcode			<i>Enter in the following format: AA11 1AA</i>
Home phone number			
Mobile phone number			
Email address			
Legal sex (*see note)	Male / Female	Date of birth	
National insurance no.			
If you have worked at the University before please state Department (s)/Unit(S)			

*We recognise that people who have started a process of gender transition, or who are gender variant, may have a discrepancy between their gender role and their Legal Sex as recorded for tax purposes. If you have any concerns about answering this question or need any advice you can contact the Equality and Diversity team in confidence at staffdisability@admin.ox.ac.uk.

BANK DETAILS																
Bank/building society name																
Sort code							Account Number									
Building society personal ref												<i>If applicable</i>				

NEXT OF KIN/EMERGENCY CONTACT <i>(optional)</i>			
Forename		Surname	
Address			
Postcode			<i>Enter in the following format: AA11 11AA</i>
Relationship		Next of kin phone no.	
Additional emergency contact			<i>If required</i>

RIGHT TO WORK <i>(Department use only)</i>				
Permanent List A				
Permanent right to work type <i>(tick relevant type)</i>	<input type="checkbox"/>	Non-EEA - indefinite LTR/settlement	<input type="checkbox"/>	
	<input type="checkbox"/>	Non-EEA - UK naturalization/rt of abode	<input type="checkbox"/>	
			Non-EEA exempt from immigration control UK/EEA (except Croatian)/Swiss	
RtW Docs Checked By			RtW Date Checked	
Limited List B				
Limited right to work type <i>(tick relevant type)</i>	<input type="checkbox"/>	Tier 1 (Exceptional Talent)	<input type="checkbox"/>	
	<input type="checkbox"/>	Tier 1 (General) visa	<input type="checkbox"/>	
	<input type="checkbox"/>	Tier 2 (General)/old style work visa	<input type="checkbox"/>	
	<input type="checkbox"/>	Tier 4 (Student)/old style student visa	<input type="checkbox"/>	
	<input type="checkbox"/>	Tier 4 Doctorate Extension Scheme	<input type="checkbox"/>	
	<input type="checkbox"/>	Tier 5 (GAE/Temporary Worker) visa	<input type="checkbox"/>	
	<input type="checkbox"/>	Tier 5 (Youth Mobility Scheme) visa	<input type="checkbox"/>	
	<input type="checkbox"/>	Tier 5 (External (GTI) Intern Scheme) visa	<input type="checkbox"/>	
	<input type="checkbox"/>	PBS/work permit Dependant/Partner visa	<input type="checkbox"/>	
	<input type="checkbox"/>	Visa application/appeal outstanding	<input type="checkbox"/>	
				EEA Family Permit EEA Family (Cert of Application) Spousal Visa Purple Reg Cert (Croatian) Tier 2 Purple Reg Cert (Croatian) Tier 5 Blue Reg Cert (Croatian) Yellow Student Cert (Croatian) UK Ancestry visa Application Reg Cert (Asylum seeker)
	Visa Issue date			Visa Expiry Date
RtW Date Checked			RtW Docs Checked By	
RtW Date Next Check				
Comments				

WORKER DECLARATION

Please read and sign the following declaration:

- ♦ By signing below I am confirming that the details provided in this form are true and complete.
- ♦ I consent to the information given in this form being stored and processed in accordance with the GDPR and related UK data protection legislation.

Signature:.....Date:.....
[Please key name and date if completing electronically]

Dept. use only.	
Employee no.	Appt ID.



Instructions for employers

This Starter Checklist can be used to gather information about your new employee. You can use this information to help fill in your first Full Payment Submission (FPS) for this employee. You need to keep the information recorded on the Starter Checklist record for the current and previous 3 tax years. Do not send this form to HM Revenue and Customs (HMRC).

Instructions for employees

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer. Do not send this form to HMRC.

It's important that you choose the correct statement. If you do not choose the correct statement you may pay too much or too little tax. For help filling in this form watch our short youtube video, go to www.youtube.com/hmrcgovuk

Employee's personal details

1 Last name

2 First names
Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth

3 Are you male or female?
Male Female

4 Date of birth DD MM YYYY

5 Home address

Postcode
Country

6 National Insurance number if known

7 Employment start date DD MM YYYY

Employee statement

8 Choose the statement that applies to you, either A, B or C, and tick the appropriate box.

Statement A	Statement B	Statement C
Do not choose this statement if you're in receipt of a State, Works or Private Pension. Choose this statement if the following applies. This is my first job since 6 April and since the 6 April I've not received payments from any of the following: <ul style="list-style-type: none"> • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit 	Do not choose this statement if you're in receipt of a State, Works or Private Pension. Choose this statement if the following applies. Since 6 April I have had another job but I do not have a P45. And/or since the 6 April I have received payments from any of the following: <ul style="list-style-type: none"> • Jobseeker's Allowance • Employment and Support Allowance • Incapacity Benefit 	Choose this statement if: <ul style="list-style-type: none"> • you have another job and/or • you're in receipt of a State, Works or Private Pension
Statement A applies to me <input type="checkbox"/>	Statement B applies to me <input type="checkbox"/>	Statement C applies to me <input type="checkbox"/>

Student loans

- 9 Tell us if any of the following statements apply to you:
- you do not have any Student or Postgraduate Loans
 - you're still studying full-time on a course that your Student Loan relates to
 - you completed or left your full-time course after the start of the current tax year, which started on 6 April
 - you're already making regular direct debit repayments from your bank, as agreed with the Student Loans Company

If No, tick this box and go to question 10

If Yes, tick this box and go straight to the Declaration

- 10 To avoid repaying more than you need to, tick the correct Student Loans that you have - use the guidance on the right to help you.

Please tick all that apply

- Plan 1
- Plan 2
- Plan 4
- Postgraduate Loan (England and Wales only)

Types of Student Loan
You have Plan 1 if any of the following apply: <ul style="list-style-type: none">• you lived in Northern Ireland when you started your course• you lived in England or Wales and started your course before 1 September 2012
You have a Plan 2 if: <p>You lived in England or Wales and started your course on or after 1 September 2012.</p>
You have a Plan 4 if: <p>You lived in Scotland and applied through the Students Award Agency Scotland (SAAS) when you started your course.</p>
You have a Postgraduate Loan if any of the following apply: <ul style="list-style-type: none">• you lived in England and started your Postgraduate Master's course on or after 1 August 2016• you lived in Wales and started your Postgraduate Master's course on or after 1 August 2017• you lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018

Employees, for more information about the type of loan you have, go to www.gov.uk/sign-in-to-manage-your-student-loan-balance
Employers, for guidance go to www.gov.uk/guidance/special-rules-for-student-loans

Declaration

I confirm that the information I've given on this form is correct.

Signature

Full name

Date DD MM YYYY

EQUALITY AND DIVERSITY NEW STARTER FORM

Appointment ID

CONFIDENTIAL

The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.

We collect data on all staff to monitor our progress in promoting equality and to inform any changes that may be needed to our policies, practices and services, as well as for statutory monitoring purposes. Analysis of this data enables us to meet our equality duties as a public sector employer.

All personal information will be treated in accordance with the Data Protection Act (1998), and data used for statistical monitoring will be anonymised and published in a way that does not allow individuals to be identified.

Your information will be retained securely as part of your confidential staff record. You will have regular opportunities to review and update the information that you have supplied and which is held on the University's HR Information System (HRIS).

For more information on equality and diversity at Oxford, including staff networks, training and support available for staff with disabilities, please see: www.admin.ox.ac.uk/eop.

Please answer the questions below and return to: monitoring@admin.ox.ac.uk

Sex (this refers to your legal sex)

Are you: Female Male

Date of birth:

DD

MM

YYYY

Disability:

Do you have a disability or long-term medical condition (i.e. a physical or mental impairment that has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities)? Please see www.admin.ox.ac.uk/eop/disab for more information.

Yes (please tick all that apply) No known disability Prefer not to say

51 A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D

55 A mental health condition such as depression, anxiety, bipolar disorder, etc

52 General learning disability (such as Down's Syndrome)

56 A physical impairment or mobility issues

53 A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder

57 Deaf or serious hearing impairment

54 A long standing illness or health condition such as cancer, HIV, diabetes, epilepsy, chronic fatigue syndrome, etc.

58 Blind or serious visual impairment uncorrected by glasses

96 A disability, impairment or medical condition not included above (*please specify*):

97 Prefer not to say

Nationality: Please state your nationality (including any joint nationality)

Ethnic Origin: Please describe your ethnic origin (tick one box only)

This question is not about nationality, place of birth or country of citizenship. Ethnic origin is a self-defined concept encompassing common ancestry and elements of culture, identity, religion, language and physical characteristics such as colour. The categories are identical to those used in the latest UK census.

White

- 10.1 White - British
- 10.2 White - Irish
- 10.3 Other white background (*please specify*):

Black or Black British

- 21 Black or Black British - Caribbean
- 22 Black or Black British - African
- 29 Other black background (*please specify*):

Gypsy or Traveller

- 15 Gypsy or Traveller

Arab

- 50 Arab

Mixed

- 41 White and Black Caribbean
- 42 White and Black African
- 43 White and Asian
- 49 Other mixed background (*please specify*):

Asian or Asian British

- 31 Asian or Asian British - Indian
- 32 Asian or Asian British - Pakistani
- 33 Asian or Asian British - Bangladeshi
- 34 Chinese
- 39 Other Asian background (*please specify*):

Other

- 80 Any other ethnic background (*please specify*):

- 98 Prefer not to say

Sexual orientation: What is your sexual orientation?

"Sexual orientation" means a person's emotional and sexual attraction towards people of the same sex, opposite sex, both sexes, or neither. It is not related to gender identity.

- 01 Bisexual
- 02 Gay man
- 03 Gay woman/lesbian
- 04 Heterosexual
- 05 Other (*please specify*):
- 98 Prefer not to say

Religion and belief (including lack of belief): Please describe your religion or belief, if any

"Religion" includes all religions, as well as a lack of religion. "Belief" means any religious or philosophical belief, or lack of belief. This includes philosophical beliefs such as atheism, agnosticism and humanism. Other beliefs may be protected under equality legislation, provided they meet certain requirements.

- 01 No religion
- 02 Buddhist
- 03 Christian
- 10 Hindu
- 11 Jewish
- 12 Muslim
- 13 Sikh
- 14 Spiritual
- 80 Any other religion or belief
- 98 Prefer not to say

(*Please specify*):

Thank you for completing this form.

**TIER 4 STUDENT EMPLOYMENT DECLARATION
STUDENT TO COMPLETE, HR CONTACT TO RETAIN ON FILE WITH RIGHT TO WORK EVIDENCE**

Your Tier 4 visa carries legal restrictions on the number of hours you can undertake paid/unpaid or voluntary work during your studies. It is essential that the information you provide on this form is accurate. You must notify your HR contact immediately if your visa, study or plans for paid/unpaid or voluntary work change as this may have an impact on the hours you can work.

The consequences of not complying with your visa conditions are very serious, working in breach of your visa conditions is a criminal offence. This can result in your visa being cancelled, requiring you to stop your studies and being denied future entry to the UK.

For University of Oxford Tier 4 students, information on working during your studies can be found at www.ox.ac.uk/students/visa/during/work. It is your responsibility to ensure you understand the study expectations linked to your course, before commencing work. This will be detailed in your course handbook, or should be discussed with your supervisor or tutor.

If you are a part-time Tier 4 student visa holder or hold a 'Short-term study visa', you are NOT permitted to undertake any paid/unpaid or voluntary work.

Personal and visa information

First name(s)		Visa expiry date	
Last name		Term-time work restrictions (e.g. 10 or 20 hours)	
Date of birth		Oxford Student Number (if applicable)	
Name of institution sponsoring your Tier 4 visa			

Status of studies

Please select one of the following options:	
<input type="checkbox"/>	I have completed my studies and can provide evidence of the date I officially completed my course (i.e. completed your final exam/have been granted leave to supplicate).
<input type="checkbox"/>	I am undertaking a University of Oxford undergraduate or taught postgraduate course My course follows the University's term dates and this determines the hours I can work.
<input type="checkbox"/>	I am a University of Oxford postgraduate research student (for example MSc(Res), DPhil) My course does not follow term dates, I am limited to the hours I can work as stated on my visa, unless I provide written permission from my supervisor that I am on vacation and undertaking no study for a defined period.
<input type="checkbox"/>	I am a student at another University or Higher Educational Institute My course follows term dates and this determines the hours I can work. <u>Please provide a web link for your term and vacation dates here:</u> <i>If this is not available on your institute's website, or you are a postgraduate research student and do not follow term dates; please provide a letter or email addressed to you from your institute confirming the term dates or confirmation that you can work.</i>

Other work commitments

Unless you have completed your studies, please provide details of any paid/unpaid or voluntary work you are already doing or plan to, during the next 12 months.

Please include both work for University of Oxford departments and colleges as well as work for any other employers.

Employment 1:

Name of department/ college/external employer		Number of hours per week	
Date work commenced/will commence		Date work will end	

Employment 2:

Name of department/ college/external employer		Number of hours per week	
Date work commenced/will commence		Date work will end	

Employment 3:

Name of department/ college/external employer		Number of hours per week	
Date work commenced/will commence		Date work will end	

Employment 4:

Name of department/ college/external employer		Number of hours per week	
Date work commenced/will commence		Date work will end	

Employment 5:

Name of department/ college/external employer		Number of hours per week	
Date work commenced/will commence		Date work will end	

Please continue on a separate sheet if necessary.

Declaration

By completing this declaration you agree that the information provided above is complete, true and correct, and you authorise us to verify these details with the institution sponsoring your visa/ your supervisor. You also agree to update these details with your HR contact immediately should your visa, study or plans for paid/unpaid working change.

Full name	
Date	

HR Contact

This completed Tier 4 Student Employment Declaration Form, must be held on file, along with the right to work check and evidence of the student term and vacation dates.

Further guidance on completing a right to work check for Tier 4 student visa holders, can be found at www.admin.ox.ac.uk/personnel/recruit/preempcheck/compulsorychecks/righttowork/addstudent/