Casual worker registration

Use this form to register with the Human Resources department as a casual worker. Once complete, bring this form to Human Resources in Heslington Hall with documents confirming your right to work.

For more information see [https://www.york.ac.uk/admin/hr/temporary-workers/using-casual-workers/registration/](https://www.york.ac.uk/admin/hr/temporary-workers/using-casual-workers/registration/)

**Your Details - Please use BLOCK CAPITALS**

<table>
<thead>
<tr>
<th>Title</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Last Name</td>
</tr>
<tr>
<td>NI Number</td>
<td>Gender</td>
</tr>
<tr>
<td>Home Address</td>
<td>Post Code</td>
</tr>
<tr>
<td>Telephone</td>
<td>Email</td>
</tr>
<tr>
<td>Name of Bank</td>
<td>Sort Code</td>
</tr>
<tr>
<td>Account Code</td>
<td>Building Society Roll Number</td>
</tr>
</tbody>
</table>

**Employee statement**

Please circle only one of the following statements A, B or C

A. This is my first job since last 6 April and I have not been receiving taxable Jobseeker’s Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension

B. This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker’s Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension

C. As well as my new job, I have another job or receive a State or Occupational Pension

**Student Loan - Please circle the appropriate answer**

A. Do you have a Student Loan which is not fully repaid?
   - Yes. Go to Question B
   - No. Go to Question D

B. Are you repaying your Student Loan direct to the Student Loans Company by agreed monthly payments?
   - Yes. Go to Question D
   - No. Go to Question C

C. What type of Student Loan do you have?
   - **Plan 1.** You will have a Plan 1 Student Loan if:
     - You lived in Scotland or Northern Ireland when you started your course, or
     - You lived in England or Wales and started your course before September 2012.
   - **Plan 2.** You will have a Plan 2 Student Loan if:
     - You lived in England or Wales and started your course on or after 1 September 2012.

D. Did you finish your studies before the last 6 April?
   - Yes.
   - No.
**Ethnicity**

Under the Race Relations Amendment Act the University is obliged to collect and publicise monitoring information on the ethnicity of staff.

*Please indicate your ethnic origin? (Please circle one option)*

11. White – British
12. White – Irish
19. White – other background
21. Black or Black British – Caribbean
22. Black or Black British – African
29. Black or Black British – other background
31. Asian or Asian British – Indian
32. Asian or Asian British – Pakistani
33. Asian or Asian British – Bangladeshi
34. Chinese
39. Asian or Asian British – Other Asian background
41. Mixed - White and Black Caribbean
42. Mixed - White and Black African
43. Mixed - White and Asian
49. Mixed – other background
80. Other ethnic background
98. Information refused

**Nationality**

What is your country of legal nationality?

**Disability**

The Disability Discrimination Act 1995 defines a disability as, “A physical or mental impairment with long term, substantial effects on a person’s ability to perform day-to-day activities”.

Do you consider yourself to have a disability? Yes. (Please specify below) No.

08. Two or more impairments and/or disabling medical conditions
51. A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
52. General learning disability (such as Down’s syndrome)
53. A social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder
54. A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
55. A mental health condition, such as depression, schizophrenia or anxiety disorder
56. A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches
57. Deaf or serious hearing impairment
58. Blind or a serious visual impairment uncorrected by glasses
96. A disability, impairment or medical condition that is not listed above
97. Information refused

**Criminal convictions**

Do you have any UNSPENT criminal convictions? Yes. (Please inform a member of HR) No.

**Signature**

I confirm that the information provided above is true and correct and that I have received/read the Data Protection Statement.

Signature

Date

Name