**REQUEST FOR CASUAL WORKER**

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| In order to comply with regulatory requirements please provide the following information when requesting  a casual worker. |  |

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| ROLE TITLE |  |
| SUPERVISOR/MANAGER |  |
| OBJECTIVE JUSTIFICATION FOR ROLE – Please note that this must explain why the extra casual worker is needed and why the duties are not covered by a current member of staff (The request could be rejected by the Personnel Committee if a justification is not given or the level of detail is insufficient) |  |
| DUTIES |  |
| HOURLY RATE OF PAY – Must be mapped to the University grades (HR can provide advice) |  |
| FUNDED BY (INCLUDE FULL GRANT CODE AND NAME) |  |
| TERM OF APPOINTMENT (Maximum 12 weeks) | START DATE END DATE |
| HAS A WORKER BEEN IDENTIFIED? | YES NO  IF YES, FULL NAME: ……………………………………………………………………………. |
| BUILDING ACCESS REQUIRED | West Wing level 6 West Wing level 5 West Wing level 2  West Wing level 1 FMRIB WIMM  Modular Building Kadoorie  Other, please specify: |
| NDCN EMAIL REQUIRED | YES NO |
| HONORARY NHS CONTRACT REQUIRED | YES NO |
| COUNTRY OF ORIGIN |  |
| CV ATTACHED (requests will not be processed without a CV) | YES NO |

PLEASE NOTE, ALL CASUAL APPOINTMENTS ARE SUBJECT TO THE INDIVIDUAL PROVIDING EVIDENCE OF THEIR ENTITLEMENT TO LIVE AND WORK IN THE UK

Signature:

(if submitting via email signature not required)

Date:

|  |  |
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| APPROVED BY | DATE |