

# Appointment of Casual Workers (Non-student)

(For Students Workers please use Form 4 Request for Student Workers and for visiting tutors/teachers/lecturers please use Form 1 Appointment of Hourly Paid Teaching Staff)

This form and associated documents should be scanned and sent to your HR Assistant with all supporting documentation a minimum of 10 working days prior to an individual’s start date.

**1: SECTION A: to be completed by the Line Manager/Departmental Manager**

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| **PERSONAL DETAILS** | |
| Title |  |
| First name |  |
| Surname |  |
| Is the individual currently working for RHUL | Yes/No – if yes please provide details including staff number (if known), department and post title |
| Is the individual working on a visa | Yes/No – if yes please provide details including type and end date |
| **WORK DETAILS** | |
| Title of work |  |
| Department of work |  |
| Start date |  |
| End date |  |
| Max weekly hours |  |
| Cost code |  |
| Hourly pay rate |  |
| Post number (if known) |  |
| Type of offer being requested | Variable/casual\* (please delete) |
| Name and position of person authorising timesheet |  |
| Signature and date |  |

**2. SECTION B: To be completed by Departmental Manager**

|  |  |
| --- | --- |
| **RIGHT TO WORK CHECKS** | |
| Date of right to work checks |  |
| I confirm original right to work documentation attached to form | Yes/No |
| If no, confirm date check made with HR Department that right to work checks have been made within past three months and that in date documentation is held on the HR file | Yes – date of check |
| Signature and date |  |