

Register with UniWorkforce

1 Job Information

Job ID (OSRF) number provided by your manager

Hiring Manager's name

2 Personal Details

Last name (shown on passport)

Title

First name(s)

Sex Male ☐ Female ☐

Date of birth

National Insurance Number

UK home address

Phone number(s)

Email address

Marital status: ☐ Civil partnership ☐ Married ☐ Living with partner
☐ Divorced/civil partnership dissolved
☐ Single never married or in a civil partnership
☐ Widowed or surviving partner from a civil partnership
☐ Prefer not to say

Student number (if applicable)

Staff number (if applicable)

3 Right to Work in the UK

The law requires the University of Southampton to check that all workers have the right to live and work in the UK prior to commencing work. This includes all individuals who are employed on a casual basis. You are required to present original documentation to check your right to work in the UK. Normally this would be your valid passport and associated visa/BRP where applicable. Further details are on the UniWorkforce web pages or contact UniWorkforce on 023 8059 3031, email uniworkforce@soton.ac.uk or visit Building 26, Highfield Campus.

4 Higher Education Institution in the UK (HESA) Details

If you have previously been employed in a Higher Education Institution (HEI) in the UK, complete the following for your most recent HEI. Your HESA ID number should be available from the HEI's Human Resources Department. More details available at <https://www.hesa.ac.uk/>.

| | |
|--------------|----------------------|
| Institution: | <input type="text"/> |
| HESA ID: | <input type="text"/> |

5 Equal Opportunities

The University of Southampton aims to create an inclusive working environment for all staff and students. To help us identify where people from particular backgrounds may not feel included or supported, we would appreciate your answers to the following questions.

All questions are optional, but providing your answer will enable us to better understand the people who make up our staff, fully examine our policies and practices, and enhance equality of opportunity for all.

Your answers will be treated in the strictest confidence, and all data will be held securely in compliance with the Data Protection Act 2018 [\[GDPR\]](#).

To find out more about our work to meet the requirements of the Equality Act 2010, please contact diversity@soton.ac.uk or visit www.southampton.ac.uk/diversity.

| | | | |
|--|---|---|--|
| What is your ethnic group? | <input type="checkbox"/> Arab ⁽⁵⁰⁾ <input type="checkbox"/> Asian/Asian British – Bangladeshi ⁽³³⁾ <input type="checkbox"/> Asian/Asian British – Indian ⁽³¹⁾ <input type="checkbox"/> Asian/Asian British – Pakistani ⁽³²⁾ <input type="checkbox"/> Black/Black British – Caribbean ⁽²¹⁾ <input type="checkbox"/> Black/Black British – African ⁽²²⁾ <input type="checkbox"/> Chinese ⁽³⁴⁾ <input type="checkbox"/> Gypsy/Traveler ⁽¹⁵⁾ <input type="checkbox"/> Mixed - White and Asian ⁽⁴³⁾ | <input type="checkbox"/> Mixed - White and Black African ⁽⁴²⁾ <input type="checkbox"/> Mixed - White and Black Caribbean ⁽⁴¹⁾ <input type="checkbox"/> Other Asian background ⁽³⁹⁾ <input type="checkbox"/> Other ethnic background ⁽⁸⁰⁾ <input type="checkbox"/> White ⁽¹⁰⁾ <input type="checkbox"/> Other mixed background ⁽⁴⁹⁾ <input type="checkbox"/> Other Black background ⁽²⁹⁾ <input type="checkbox"/> I don't know my ethnicity ⁽⁹⁰⁾ <input type="checkbox"/> Prefer not to say ⁽⁹⁸⁾ | |
| Do you have a Religion or belief | <input type="checkbox"/> Agnostic ^(RL001) <input type="checkbox"/> Christian ^(RL005) <input type="checkbox"/> Muslim ^(RL009) <input type="checkbox"/> Other ^(RL011) | <input type="checkbox"/> Atheist ^(RL002) <input type="checkbox"/> Hindu ^(RL006) <input type="checkbox"/> Sikh ^(RL010) <input type="checkbox"/> None ^(RL012) | <input type="checkbox"/> Buddhist ^(RL004) <input type="checkbox"/> Jewish ^(RL008) <input type="checkbox"/> Spiritual ^(RL014) <input type="checkbox"/> Prefer not to say ^(RL013) |
| Nationality: | <input type="text"/> | | |
| What is your sexual orientation? | <input type="checkbox"/> Heterosexual ^(SO002) <input type="checkbox"/> Gay man ^(SO004) | <input type="checkbox"/> Bisexual ^(SO001) <input type="checkbox"/> Other ^(SO005) | <input type="checkbox"/> Gay woman/lesbian ^(SO003) <input type="checkbox"/> Prefer not to say ^(SO006) |
| What is your gender? | <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say | | |
| Does your gender identity match your sex as assigned at birth? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say | | |

6 Disability

Under the Equality Act 2010, a person is considered to have a disability 'if they have a physical or mental impairment, and the impairment has a **substantial** and **long-term** adverse effect on his or her ability to carry out normal day-to-day activities'. 'Substantial' is defined by the Act as 'more than minor or trivial'. An impairment is considered to have a long term effect if:

- It has lasted for at least 12 months
- It is likely to last for at least 12 months, or
- It is likely to last for the rest of the life of the person.

Normal day-to-day activities are not defined in the Act, but in general they are things people do on a regular or daily basis, for example eating, washing, walking, reading, writing or having a conversation. Only serious visual impairments are covered by the Equality Act 2010. For example, a person whose eyesight can be corrected through the use of prescription lenses is not covered by the Act; neither is an inability to distinguish between red and green. The same logic does not apply to hearing aids. If someone needs to wear a hearing aid, then they are likely to be covered by the Act. However, both hearing and visual impairments have to have a substantial adverse effect on the ability to carry out normal day-to-day activities in order for a person to be covered by the Act.

Do you have an impairment, health condition or learning difference that has a substantial or long term impact on your ability to carry out day to day activities? (tick all that apply)

- ☐ No known impairment, health condition or learning difference ⁽⁰⁰⁾
- ☐ A long-standing illness or health conditions, such as cancer, HIV, diabetes, heart disease or epilepsy ⁽⁵⁴⁾
- ☐ A mental health condition, such as depression, schizophrenia or anxiety disorder ⁽⁵⁵⁾
- ☐ A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches ⁽⁵⁶⁾
- ☐ A social/communication impairment, such as speech and language impairment or Asperger's syndrome/other autistic spectrum disorder ⁽⁵³⁾
- ☐ A specific learning difficulty, such as dyslexia, dyspraxia or AD(H)D ⁽⁵¹⁾
- ☐ A general learning difficulty, such as Down's syndrome ⁽⁵²⁾
- ☐ Blind or have a visual impairment uncorrected by glasses ⁽⁵⁸⁾
- ☐ D/deaf or have a hearing impairment ⁽⁵⁷⁾
- ☐ An impairment, health condition or learning difference that is not listed above ⁽⁹⁶⁾
- ☐ Prefer not to specify ⁽⁹⁷⁾

7 Emergency Contact Details

Please provide the name and details of any person you would wish to be contacted in case of an emergency, if this is not a relative the person you provide must be able to contact your next of kin.

Emergency contact

Relationship to you

Contact number

8 Health Declaration

Please answer the following questions accurately to help us assess your medical suitability for work.

Do you have any medical condition or impairment which may affect your ability to work safely? Yes ☐ No ☐

Have you ever had any illness/impairment/disability which may be caused or made worse by work? Yes ☐ No ☐

If you have answered yes to either of the above questions please provide details

9 Privacy notice

I acknowledge that I have received a copy of the University of Southampton's [UniWorkforce Privacy Notice](#) and that I have read and understood it.

Signature

Date

10 Declaration

I declare this information to be a true statement to the best of my knowledge and belief, and that I consider I am medically able to undertake this work. I understand that failure to disclose relevant information, which has a bearing on my fitness to do this job, may result in disciplinary action or withdrawal of the offer of work. I confirm that I have read the [terms of engagement](#):

Signature

Date

Return this form to UniWorkforce, Building 26, Room 1019, University of Southampton, Highfield Campus, Southampton SO17 1BJ together with proof of your right to work in the UK. This must be completed before you carry out any work. UniWorkforce will check that you can work and provide you with a Casual Worker Permit so show any hiring manager that you are ready to carry out an assignment.

Terms of Engagement as a Casual Worker

This sets out the terms of your engagement as a casual worker at the University of Southampton. Please read this document carefully before deciding whether to accept.

For the avoidance of doubt, engagement as a casual worker does not constitute or imply any contract of employment between you and the University. There is no mutuality of obligation whatsoever between you and the University. The University is not obliged to offer you work and you are not obliged to accept any offer of work. Where the University offers you work, it does not give rise to the presumption that the University will offer you further work.

The University offers to engage you as a casual worker on the terms set out below.

1 TERMS

- 1.1 “Engagement” refers to the period during which you are available to render services to any part of the University.
- 1.2 “Assignment” refers to individual periods of work you complete for a single or multiple Hiring Manager(s). Each offer of work which you accept will be treated as entirely separate and severable. The Terms of Engagement shall apply to each Assignment but there shall be no relationship between the parties after the end of one Assignment and before the start of any subsequent Assignment.
- 1.3 “Hiring Manager” refers to the person, department, section, services, group or body of the University requiring your services.
- 1.4 The University’s address is: The University of Southampton, University Road, Southampton, SO17 1BJ.

2 CONDITIONS OF ENGAGEMENT

- 2.1 This offer of Engagement as a casual worker is subject to you providing satisfactory documentary evidence of your right to work in the UK, in line with current immigration legislation.
- 2.2 Your details will be held by UniWorkforce as a registered casual worker and you will be issued with a Casual Worker Permit detailing your right to work in the UK and any restrictions that may apply. You must present your Casual Worker Permit to any Hiring Manager seeking to engage you for casual work.
- 2.3 Failure to hold a valid Casual Worker Permit may invalidate your right to payment and affect your eligibility for future work with the University of Southampton.
- 2.4 It is your responsibility to notify UniWorkforce immediately of any changes that may affect your right to work or the restrictions that apply to you.
- 2.5 It is your responsibility to notify UniWorkforce immediately of any changes to your personal details (including contact details) and changes to your original health declaration that may affect your ability to fulfil an assignment.
- 2.6 You will provide your services at such sites as the University may reasonably require.
- 2.7 You will not be an employee of the University. The services you provide to the University are on an ad hoc and casual basis. It is understood that you may regularly seek and undertake work from other sources and employers.

3 PERIOD OF ENGAGEMENT

- 3.1 You cannot start any engagement as a casual worker before the date shown on your Casual Worker Permit.
- 3.2 You cannot work after the end date shown on your Casual Worker Permit. Should you wish to extend or recommence a Period of Engagement you must contact UniWorkforce.
- 3.3 You will receive an email from UniWorkforce confirming any assignments including the start and anticipated end

date.

4 HOURS OF WORK

- 4.1 Each Assignment carries no fixed hours of work. Your hours of work will vary depending on the operational requirements of the University. The actual hours of work required for each Assignment will be discussed with you at the point at which any work is offered.
- 4.2 If you work more than six hours in any one day you will be entitled to an unpaid break of at least 20 minutes.
- 4.3 Whilst the University will try to give you as much notice as possible when offering work, there is no obligation on the part of the University to provide such work nor for you to accept any work so offered.

5 RATE OF PAY

- 5.1 You will be paid at either:
 - An hourly rate appropriate to the casual work Assignment you complete; or
 - A sessional or daily rate per completed Assignment.
- 5.2 Rates of pay may vary between Assignments, dependent on the type of work each Hiring Manager requires you to complete.
- 5.3 Rates of pay may be reviewed from time to time and may change as determined by the University. You will be notified of any change to rates of pay.
- 5.4 Breaks are unpaid.
- 5.5 There are no enhancements for evening, weekend or public holiday working.

6 METHOD OF PAYMENT

- 6.1 Payment is on a claimed time basis. You will only be paid for the authorised hours that you work and claim for.
- 6.2 You will be paid monthly in arrears by credit transfer on submission of an authorised claim form by the published payroll deadline.
- 6.3 You are required to submit claims in a timely manner and as close to the period in which each Assignment was worked as is reasonably possible. In any event you must submit a claim within three calendar months of the date of work.
- 6.4 You must maintain a bank account into which payment will be made and provide details of this account to UniWorkforce. It is your responsibility to notify UniWorkforce or Payroll of any changes to your bank account details by the published payroll deadline.
- 6.5 Payments will be subject to the deduction of tax, national insurance and any other agreed or lawfully required deductions, including the deduction of pension contributions where appropriate. The University reserves the right to deduct any sums that are owed by you, including any overpayments.

7 STATUTORY HOLIDAYS

- 7.1 You are entitled to the equivalent of 5.6 weeks' (28 days) leave per year (pro rata depending on hours worked) including all public holidays.
- 7.2 Holiday entitlement will therefore accrue at the rate of 12.07% of the total hours you work.
- 7.3 As the short-term nature of your casual Assignment(s) prevents the taking of paid holidays during the Assignment, a supplementary payment in lieu will be made to you to recompense your statutory paid leave entitlement by the end of each Assignment.

8 SICKNESS ABSENCE

- 8.1 In the case of absence due to sickness, you should contact the Hiring Manager immediately so that they can make alternative arrangements.
- 8.2 There is no entitlement to contractual sick pay. However, you may be entitled to statutory sick pay if you meet the qualifying conditions. UniWorkforce will provide details on request.

9 PENSION

- 9.1 The University is legally required to automatically enrol workers into a workplace pension scheme and to make contributions to the scheme, if the worker fulfils certain criteria. The University must also re-enrol any workers who have opted out of pension membership back into a pension scheme every three years.
- 9.2 If you meet the qualifying criteria for automatic enrolment into a workplace pension scheme you will be automatically enrolled into the National Employers Savings Trust (NEST). If you are not eligible to be automatically enrolled into NEST you may still have the right to opt into the scheme. Information about NEST is available <https://www.southampton.ac.uk/finance/services/national-employment-savings-trust-nest.page> or email Pensions@soton.ac.uk.

10 COLLECTIVE AGREEMENTS

- 10.1 Your Engagement as a casual worker is not subject to any collective agreements. The terms and conditions relating to this arrangement are as determined solely by the University.

11 CONFIDENTIALITY

- 11.1 You may not either during or at any time after the end of your Engagement with the University disclose to anyone, other than in the proper course of your work, any information of a confidential nature relating to the University, its funders, collaborators or its suppliers and shall further not use any such information in a manner which may either directly or indirectly cause loss to the University.

12 UNIVERSITY PROPERTY/ASSETS

- 12.1 If you are provided with any University property it is a condition of issue that this is returned at the end of each Assignment. Failure to do so may result in the University pursuing recovery of (or damages equivalent to the value of) any non-returned items (or any costs associated with their non-return) or to make an appropriate deduction from your pay to reflect the value of any items retained by you.

13 INTELLECTUAL PROPERTY (IP)

- 13.1 The University shall own any Intellectual Property created or generated by you in the course of and for the purpose of any Assignment you undertake. You should disclose to the Hiring Manager(s) any Intellectual Property you have generated so the University can determine whether and how to use and protect the same. You hereby waive any and all your moral rights in the Intellectual Property created under an Assignment with the University. You further agree, on request by the University, to execute all documents and do all acts as may be necessary in order to vest such Intellectual Property in the University and in support of their registration, prosecution and enforcement in UK and abroad.
- 13.2 Definition of “Intellectual Property” or “IP” – means patents, trademarks service marks, logos, internet domain names, rights in designs, copyright (including rights in software), rights in data and any database(s), rights in confidential information, trade secrets, inventions and know-how and other IP rights whether registered or unregistered and including any applications for registration and all other rights or forms of protection having equivalent or similar effect elsewhere in the world. For avoidance of doubt it shall encompass “tangible creations of the human mind”.

14 CONDUCT

- 14.1 You will conduct yourself in a professional manner at all times. Promote a positive working environment and behave with dignity, courtesy and respect towards others. Drinking, gambling, fighting, swearing and similar unprofessional activities are strictly prohibited whilst at work.
- 14.2 You will perform your duties conscientiously, honestly and in accordance with the best interests of the University.
- 14.3 You will arrive for work at the agreed time. If for any reason you are going to be late or cannot attend work you must contact your line manager to inform them. Where possible you should make contact before you are due to start work.
- 14.4 You will comply with the University's policies, procedures and practices, observing any relevant rules and regulations of the University to which attention has been drawn or which you might reasonably be expected to ascertain.
- 14.5 In particular, your attention is drawn to the University's Ethics, Health and Safety, Computer Use, Confidentiality, Parking and Dignity at Work Act policies, as well as its Intellectual Property regulations and its guidelines on Consensual Relationships, copies of which are available from UniWorkforce.
- 14.6 You will ensure that your services are carried out with reasonable care and skill to the standard reasonably required by the University.
- 14.7 You will ensure that your conduct is not detrimental to the interests of the University.

15 NOTICE

- 15.1 The University may, without prior notice or liability, terminate this Engagement or any individual Assignment at any time for any reason.
- 15.2 You may, without prior notice or liability, terminate this Engagement or any individual Assignment at any time for any reason.