**Casual Starter Form**

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| Name: |  | | | |
| Proposed ID check date: |  | | | |
| Job Title: |  | | | |
| Post number: |  | | | |
| Contract start date: |  | | | |
| Contract end date: |  | | | |
| Manager (reports to): |  | | | |
| Department: |  | | | |
| Location: |  | | | |
| Cost code: |  | | | |
| Is a DBS check required: |  | | | |
| Does that applicant have another post at the university? |  | | | |
| Does the applicant hold a Tier 4 Student Visa? *(if ‘Yes’ please complete the box below and the conditional offer of employment\*)* | Yes |  | No |  |
| If they are a Tier 4 student please indicate whether PG or UG student and the name of their University\* | PG |  | UG |  |
| Name of University |  | | |

**IMPORTANT CHANGES**

Please ensure that the applicant brings the appropriate proof of right to work documents to the HR induction. Details of these can be found at:

<http://www.kent.ac.uk/hr-managementinformation/documents/eligibility-to-work/checking-eligibility-guidance.pdf>

**\*For all applicants that hold a Tier 4 Student Visa, please complete the Conditional Offer of Employment: Tier 4 Student Workers, prior to requesting an ID check with HR. This can be found at:** <https://www.kent.ac.uk/human-resources/immigration/students/Conditional%20Offer%20of%20Employment%20-%20Tier%204%20Student%20Workers.pdf>

**\*For UG applicants that hold a Tier 4 Student Visa they must provide evidence of their term dates at the ID check (no contract will be issued unless they have this as well as their ID). This can be:**

* A printout from the student’s educational institution’s website or other material published by the institution setting out its timetable for the student’s course of study (they should check the website to confirm the link is genuine); or
* A copy of a letter or email addressed to the student from their education institution confirming term time dates for the student’s course; or
* A letter addressed to us as the employer from the educational institution confirming term time dates for the student’s course.

**\*ALL PG students with a Tier 4 Student Visa are restricted to 20 hours per week throughout the year, however they are still required to provide evidence of their term dates at the ID check (no contract will be issued unless they have this as well as their ID).**

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| --- | --- |
| Form completed by: |  |
| Contact number: |  |