

**Casual Starter Form**

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| Name: |  |
| ID check date: |  |
| Job Title: |  |
| Start date:  |  |
| Contract end date: |  |
| Manager: |  |
| Department: |  |
| Location: |  |
| Cost code: |  |
| Is a DBS check required: |  |
| Does the applicant hold a Tier 4 Student Visa?*(if ‘Yes’ please complete the box below)* |  |
| Please indicate whether PG or UG student and the name of their University\* |  |

**IMPORTANT CHANGES**

Please ensure that the applicant brings the appropriate proof of right to work documents to the HR induction <http://www.kent.ac.uk/hr-managementinformation/documents/eligibility-to-work/checking-eligibility-guidance.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).**