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**Student Employment Reinstatement Pack**

**Authorisation Form**

Please note that students are not eligible to work until this pack has been completed and logged into the pool system. Any work undertaken prior to becoming a pool member, will not be paid.

Please ensure you are using the most up to date pack, these packs can be downloaded via the pool system at <http://hrsystems/pooldb/poolpacks.php> Please include all documentation listed below, as any incomplete packs/out of date packs will be returned and could lead to a delay in processing the contract.

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| ***(ENTER APPLICANT NAME HERE)*** |

I confirm that meets all the eligibility to work criteria and has provided all the required documentation to be included in the Part Time Hourly Paid Pool***.***

Enclosed with this authorisation form is the required documentation below:

[ ]  Completed and signed Personal Details Form

[ ]  Completed Bank Details/HMRC Form

[ ]  Signed and dated right to work documentation (as per the [right to work check guidance](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/downloads/Right_To_Work_Checks_Guidance.pdf))

[ ]  Completed and signed Student Working Hours Form

[ ]  Signed and dated copy of the student’s current ID card showing their course end date (card must be in date)

[ ]  Copy of the current term dates

***Additional documentation required if they are a Tier 2 or Skilled Worker visa holder employed elsewhere:***

[ ]  Letter from their current employer (Sponsor) confirming their current role, occupation

 code and working pattern.

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| **TO BE SIGNED AND DATED BELOW BY AN AUTHORISED SIGNATORY:** |
| **Signed:** | **Date:** |
| **Name (printed):** |

**Once complete, the School/Service contact should email this pack to** **HRPool@hud.ac.uk**

**Please complete all boxes below as fully as possible:**

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| **PERSONAL DETAILS (TO BE COMPLETED BY STUDENT)** |
| **Surname:** |  |
| **Full Forename(s):** |  | [ ]  Dr[ ]  Mr[ ]  Mrs | [ ]  Miss [ ]  Ms[ ]  Mx |
| *Please tick as appropriate* |
| **Full Postal Address:***The address you provide will be used for all correspondence sent to you, e.g. contract, payslips etc.* |  |
| **Post Code:** |  |
| **Contact Telephone Number:** |  |
| **Student Email Address:**  |  |
| **Student ID Number:**  |  |
| **Date of Birth:** |  |
| ***COURSE DETAILS (TO BE COMPLETED BY STUDENT):*** |
| **Course Level:** | [ ]  Undergraduate [ ]  Masters Level[ ]  Doctoral Level [ ]  Other |
| **Course Title:** |  |
| **Course End Date:** |  |

I confirm that the above information is correct and I have answered all questions accurately.

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| **Signed:**  | **Date:** |

**STUDENT WORKING HOURS**

The arrangements for different groups of students are as follows. Term times are as stated on the table enclosed. Please use the tick boxes below to inform us of the type of course you are studying at the University. **PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO MONITOR YOUR WORKING HOURS AND ENSURE YOU DO NOT EXCEED THE LIMITS AS PER THE TABLE BELOW.**

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| **Undergraduate Students****FULL AND PART TIME** undergraduate students must not be employed for more than 15 hours per week in total across the University during term time. Outside of term time the standard working week of 37 hours applies.**FULL TIME** [ ]  ***tick if this applies to you* PART-TIME**[ ]  ***tick if this applies to you*** |
| **Taught Postgraduate Students****FULL TIME** taught postgraduate students(outside the dissertation stage) must not be employed for more than 15 hours per week during term time. Outside of term time for the Christmas and Easter vacations the standard working week of 37 hours applies. The summer vacation period is the dissertation period and employment must not exceed 15 hours per week during this time.[ ]  ***tick if this applies to you*** |
| **PART TIME** taught postgraduate students may be employed for up to 37 hours per week but must attend all taught provision and any other course requirements. [ ]  ***tick if this applies to you***\****Work is not allowed for international students who are subject to visa requirements, studying a part-time course at post-degree level.*** |
| **Research Postgraduate Students**[ ]  **Doctoral Level** [ ]  **Masters Level****FULL TIME** research postgraduate studentsdo not operate across terms. There are no vacation periods for postgraduate research students; however they may take 35 days’ leave per year. They must not be employed for more than 15 hours per week in total across the University, however during their leave periods they may work up to 37 hours per week in any week of leave taken. ***This is subject to confirmation of leave from their supervisor being received by Human Resources.***[ ]  ***tick if this applies to you*** |
| **PART TIME** research postgraduate students may be employed for up to 37 hours per week but must attend any compulsory elements e.g. research seminars or skills development sessions. [ ]  ***tick if this applies to you***\****Work is not allowed for international students who are subject to visa requirements, studying a part- time course at post-degree level.*** |

***\*UKVI changes effective 11 January 2018 applicable to Tier 4/Student visa’s issued after this date.***

*Please note that the above restrictions on student working hours in the University will be strictly enforced and you may not receive payment for any hours worked exceeding the permitted limits. Any breach of the permitted limits may result in your permanent removal from the Student Employment Pool.*

**I accept and understand the restrictions on my working hours as outlined above.**

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| **Signed:** | **Date:** |

**BANK DETAILS FORM / HMRC INFORMATION**

Please complete the following details to enable credit of your salary to your bank or building society account.

Incorrect details could delay payment.

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| --- | --- | --- | --- |
| Full Name: |  | [ ]  Dr[ ]  Mr[ ]  Mrs | [ ]  Miss [ ]  Ms[ ]  Mx |
| N.I. Number: |  |  |  |  |  |  |  |  |  | *Please tick as appropriate* |
| Bank/Building Society Name: |  |
| Bank/Building Society Postal Address: |  |
| Bank Sort Code: |  |  |  |  |  |  | Account Number: |  |  |  |  |  |  |  |  |
| Account name: |  |
| Roll Number with Building Society (if applicable) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

As a new employee, the University needs the following information to tell HMRC about you and help them use the correct tax code. Please complete the details below.

Please select only one of the following statements, A, B or C.

 **A** [ ]  This is my first job since last 6 April and I have not been receiving taxable Jobseeker’s Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.

 **B** [ ]  This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker’s Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.

 **C** [ ]  As well as my new job, I have another job or receive a State or Occupational Pension.

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**Student Loan Student Loan Plans**

1. **Do you have a student loan which is not fully repaid? 3. What type of Student Loan do you have?**

Yes [ ]  If yes, go to question 2 Plan 1 [ ]

No [ ]  If no, go to question 4 Plan 2 [ ]  [ ]

1. **Are you repaying your Student Loan direct to the Student 4. Did you finish your studies before the last 6 April?**

**Loans Company by agreed monthly repayments?**

Yes [ ]  If yes, go to question 4 Yes [ ]  [ ]

No [ ]  If no, go to question 3 No [ ]

*(You will have a Plan 1 Student Loan if you lived in Scotland or Northern Ireland when you started your course or you lived in England or Wales and started your course before September 2012. You will have a Plan 2 Student Loan if you lived in England or Wales and started your course on or after 1 September 2012).*

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| Signed:  | Date: |

***UNIVERSITY OF HUDDERSFIELD – TERM AND VACATION DATES (for information purposes)***

**The University is required to obtain evidence of student’s academic term and vacation dates in order to establish and retain the statutory excuse when employing students and to ensure students adhere to the Student Employment Policy.**

**Please note these term times and return a copy of this sheet with the completed pool pack so that it can form part of the pool file.**

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|  | **2023/2024** | **2024/2025** | **2025/2026** |
| **Autumn Term**  | **Monday 18 September to****Friday 15 December** | **Monday 16 September to Friday 13 December** | **Monday 22 September to Friday 19 December** |
| *Christmas Vacation* | **Saturday 16 December to Sunday 7 January** | **Saturday 14 December to Sunday 5 January** | **Saturday 20 December to Sunday 11 January** |
| **Spring Term**  | **Monday 8 January to** **Friday 22 March** | **Monday 6 January to Friday 4 April** | **Monday 12 January to** **Friday 27 March** |
| *Easter Vacation* | **Saturday 23 March to****Sunday 14 April** | **Saturday 5 April to** **Sunday 27 April** | **Saturday 28 March to Sunday 19 April** |
| **Summer Term**  | **Monday 15 April to****Friday 5 July** | **Monday 28 April to** **Friday 4 July** | **Monday 20 April to****Friday 10 July** |
| *Summer Vacation* | **Saturday 6 July to****Sunday 15 September** | **Saturday 5 July to** **Sunday 21 September** | **Saturday 11 July to** **Sunday 20 September** |

**Evidencing your Right to Work in the UK:**

We are required to obtain proof of your eligibility to work in the UK therefore it would be appreciated if you could provide an electronic copy (scan/photo) of any current eligibility you have to work in the UK (e.g. UK/Irish passport, birth certificate, BRP).

Our [Right to Work Checks guidance](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/downloads/Right_To_Work_Checks_Guidance.pdf) confirms which documents are acceptable when evidencing eligibility to work in the UK. In some cases, you may be required to provide a combination of documents for example, a birth certificate must be provided with evidence of your NI number.

Please ensure that any copies you send through capture the whole page or document so no edges or text is missing and that your copies are clear and not distorted.

If you do not currently have eligibility to work in the UK please send a copy of your passport.

Please send copies of your right to work documentation to the School/Service who are appointing you and who have provided you with this pack.

***Please note that driving licences cannot be accepted as proof of eligibility to work***

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| **Additional Requirements for Tier 2 or Skilled Visa Holders**If you are a Tier 2 or Skilled Worker visa holder employed by another organisation, you will need to obtain a confirmation of employment letter from your employer (Sponsor) which confirms the following details:* Job title
* Occupation Code (SOC Code)
* Working pattern

This letter must be submitted with your completed application pack. We will then be able to determine your eligibility to undertake work within the University’s part time hourly paid pool.  |

**Carrying out a Right to Work Check (for School/Service use):**

**Adjusted Checks**

From 1 October 2022 adjusted right to work checks can no longer be undertaken. Instead, you must carry out one of the prescribed checks below before employment commences:

* **a manual right to work check**

For this type of check you are required to see the original documentation in the presence of the holder. This can be a physical presence in person or via a live video link but in both cases you **must** be in physical possession of the original documents.

Or

* **an online right to work check**

For this type of check you would use the Home Office online right to work checking service. Checks using the Home Office online checking service do not require you to check physical documents and can be carried out by video call as right to work information is provided in real time directly from Home Office systems.

*It will not be possible to conduct a Home Office online right to work check in all circumstances as not all individuals will have an immigration status which can be checked online. Where an online check is not possible, you should conduct a manual right to work check.*

**Additional requirements for Tier 2 or Skilled Worker Visa holders employed elsewhere:**

Tier 2 or Skilled Worker Visa holders who are employed by another organisation are not automatically permitted to commence employment with the University. A letter from their employer (Sponsor) is required to determine their eligibility to undertake work within the Pool and this must be submitted with their pool application pack.

Please refer to our [Right to Work Checks guidance](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/downloads/Right_To_Work_Checks_Guidance.pdf) for step to step instructions on how to carry out a Right to Work Check.