|  |  |  |
| --- | --- | --- |
| A close up of a logo  Description automatically generated | **Human Resources**  **Sponsored Worker – Business Trips/Remote Working Overseas** | |
| We are required to hold up to date contact details for all our sponsored workers (Skilled Worker, Tier 2 and Temporary Worker visa holders). This includes when they are overseas on business.  Please complete and return this form to HR, prior to the Business Trip commencing. Depending on the duration spent outside the UK, we may be required to notify the UK Visa and Immigration of a temporary change to an employee’s work location. | | |
| **Sponsored Worker Details** | | |
| **Full Name:** | |  |
| **Job Title:** | |  |
| **School/Service:** | |  |
| **Dates of Trip/Remote Working** | | |
| **Leaving the UK on:** | |  |
| **Returning to the UK on:** | |  |
| **Overseas Contact Details** | | |
| **Address for Residence:**  *Please provide the full address, including postal code/zip code and country.* | |  |
| **Address for Business:**  *Please provide the full address, including postal code/zip code and country.* | |  |
| **Telephone Number:** | |  |
| **Manager Details** | | |
| I confirm that the above information is correct to the best of my knowledge. If any of the above details change, I will inform HR accordingly. | | |
| **Signature:** | |  |
| **Name:** | |  |
| **Date:** | |  |
| Please return this form to your HR contact | | |