*People & OD Operations – C1 TA General*

**CONFIRMATION OF APPOINTMENT FORM
(Teaching Assistants/Demonstrators)**

The University of Manchester is committed to providing a positive culture that promotes awareness and understanding amongst its community. To enable us to fulfil this commitment, it is important to monitor our policies and procedures against the various and diverse groups.

To do this we ask for information relating to disability, gender, nationality, ethnicity, sexual orientation and religion or belief. This personal information is kept securely and is anonymised. Access to this information is restricted and there are strict laws that protect your personal data and sensitive personal information. For more details on data protection, please refer to: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=14914>

We also have a mandatory obligation to gather information on behalf of the Higher Education Statistics Agency (HESA). HESA is the official agency for the collection, analysis and dissemination of quantitative information about higher education. The information collected forms your anonymised HESA Staff Record. Further details, can be found on the HESA website: [www.hesa.ac.uk/fpn](http://www.hesa.ac.uk/fpn)

# Personal Details

*Please check the information below & complete where necessary. Please notify us of any errors immediately.*

**Surname / family name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Previous Surname (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**First name / other names (**Do not enter initials or shortened names such as Jim for James or Liz for Elizabeth)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title (**Mr/Mrs/Miss/Ms/Mx/Dr/Prof etc.) \_\_\_\_\_\_\_\_\_\_\_\_

**Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Postcode** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home telephone number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mobile telephone number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Gender** Male [ ]  Female [ ]

**Does your gender identity match your sex as registered at birth?** Yes [ ]  No [ ]

**Date of birth (DD/MM/YYYY)**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nationality(ies)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**National Insurance number (if known) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Bank Details and Starter Checklist

As a new employee the University needs the information on this form before your first payday in order to advise HMRC about you and help us use the correct tax code. **Please be aware that we will be unable to pay you without this information.**

## Bank Details

**Account Holder’s Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Bank/Building Society** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bank/Building Society Branch Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Account Number (8 digits only)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sort Code (6 digits only)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Statement

**You need to tick only one of the following statements A, B or C**

**A** [ ]  This is my first job since last 6 April and I’ve 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’ve 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.

## Student Loan

*For more guidance about repaying go to:* [*www.gov.uk/repaying-your-student-loan*](http://www.gov.uk/repaying-your-student-loan)

1. **Do you have one of the Student Loan Plans described below which is not fully repaid?**

Yes [ ]  If Yes, go to question 2 No [ ]  If No, go to question 5

1. **Did you complete or leave your studies before 6th April?**

Yes ☐ If Yes, go to question 3 No ☐ If No, go to question 5

1. **Are you repaying your Student Loan directly to the Student Loans Company by direct debit**?

Yes ☐ If Yes, go to question 5 No ☐ If No, go to question 4

1. **What type of Student Loan do you have? (Leave blank if you do not have a student loan)**

Plan 1 [ ]  Plan 2 [ ]  Both [ ]

### Student Loan Plans

You’ll have a Plan 1 Student Loan if:

* you lived in Scotland or Northern Ireland when you started your course (undergraduate or postgraduate)
* you lived in England or Wales and started your undergraduate course before 1 September 2012

You’ll have a Plan 2 Student Loan if:

* you lived in England or Wales and started your undergraduate course on or after 1 September 2012
* your loan is a Part Time Maintenance Loan
* your loan is an Advanced Learner Loan
* your loan is a Postgraduate Healthcare Loan

## Postgraduate Loan

*For more guidance about funding and repaying go to* [*www.gov.uk/funding-for-postgraduate-study*](http://www.gov.uk/funding-for-postgraduate-study)

1. **Do you have a Postgraduate Loan which is not fully repaid?**

Yes ☐ If Yes, go to question 6 No ☐ If No, go to Disability section

You’ll have a Postgraduate Loan if:

* you lived in England and started your Postgraduate Master’s course on or after 1 August 2016
* you lived in Wales and started your Postgraduate Master’s course on or after 1 August 2017
* you lived in England or Wales and started your Postgraduate Doctoral course on or after 1 August 2018
1. **Did you complete or leave your Postgraduate studies before 6th April?**

Yes ☐ If Yes, go to question 7 No ☐ If No, go to Disability section

1. **Are you repaying your Postgraduate Loan direct to the Student Loans Company by direct debit?**

Yes [ ]  No [ ]

# Disability

**Do you consider yourself to be disabled/have a disability?**

If **yes**, please tick appropriate box(es) below:

|  |  |
| --- | --- |
| 08 | Two or more impairments and/or disabling medical conditions |[ ]
| 51 | A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D |[ ]
| 52 | General learning disability (such as Down’s syndrome) |[ ]
| 53 | A social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder |[ ]
| 54 | A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy |[ ]
| 55 | A mental health condition such as depression, schizophrenia or anxiety disorder |[ ]
| 56 | A physical impairment or mobility issues such as difficulty using arms or using a wheelchair or crutches |[ ]
| 57 | Deaf or serious hearing impairment |[ ]
| 58 | Blind or serious visual impairment uncorrected by glasses |[ ]
| 96 | A disability, impairment or medical condition that is not listed above |[ ]
| 97 | Prefer not to say |[ ]

# Religion or Belief

Please tick appropriate box:

|  |  |  |  |
| --- | --- | --- | --- |
| **01** | No religion |[ ]  **12** | Muslim |[ ]
| **02** | Buddhist |[ ]  **13** | Sikh |[ ]
| **03** | Christian |[ ]  **14** | Spiritual |[ ]
| **10** | Hindu |[ ]  **80** | Any other religion or belief |[ ]
| **11** | Jewish |[ ]  **98** | Prefer not to say |[ ]

# Ethnicity

|  |  |  |  |
| --- | --- | --- | --- |
| 10 | White |[ ]  39 | Other Asian background |[ ]
| 15 | Gypsy or Traveller |[ ]  41 | Mixed - White and Black Caribbean |[ ]
| 21 | Black or Black British - Caribbean |[ ]  42 | Mixed - White and Black African |[ ]
| 22 | Black or Black British - African |[ ]  43 | Mixed - White and Asian |[ ]
| 29 | Other Black background |[ ]  49 | Other mixed background |[ ]
| 31 | Asian or Asian British - Indian |[ ]  50 | Arab |[ ]
| 32 | Asian or Asian British - Pakistani |[ ]  80 | Other ethnic background |[ ]
| 33 | Asian or Asian British - Bangladeshi |[ ]  90 | Not known |[ ]
| 34 | Chinese |[ ]  98 | Prefer not to say |[ ]

# Sexual Orientation

|  |  |  |  |
| --- | --- | --- | --- |
| 01 | Bisexual |[ ]  04 | Heterosexual |[ ]
| 02 | Gay man |[ ]  05 | Other |[ ]
| 03 | Gay woman/lesbian |[ ]  98 | Prefer not to say |[ ]

# Highest Qualification Held (Exclude Honorary degrees and post-PhD degrees)

Please tick appropriate box:

|  |  |  |  |
| --- | --- | --- | --- |
| **01** | Doctorate |[ ]  **21** | Diploma of HE |[ ]
| **02** | Other higher degree (including Masters) |[ ]  **22** | HND/HNC |[ ]
| **03** | PGCE |[ ]  **29** | Other undergraduate qualification (including professional) |[ ]
| **09** | Other Postgraduate qualification (including professional) |[ ]  **31** | A Level, Scottish Higher or equivalent |[ ]
| **11** | First degree |[ ]  **32** | O Level/GCSE or equivalent |[ ]
| **12** | First degree with Qualified Teacher Status (QTS) |[ ]  **97** | Other qualifications |[ ]
| **19** | Other qualifications at first-degree level (including professional) |[ ]  **98** | No formal qualifications |[ ]

### SUBJECT AREA OF HIGHEST ACADEMIC QUALIFICATION HELD

**Subject area** of **Highest Academic Qualification** (i.e. Chemistry, Electronic Engineering, History of Art etc.) is:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you **know** the relevant **Higher Education Classification of Subject** **(HECoS) reference**, please add below (i.e. **100413** (Analytical Chemistry), **100165** (Electronic Engineering), **100306** (History of Art etc.)):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A comprehensive list of HECoS codes can be found here:** [**http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=51311**](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=51311)

# Previous Employment (or status directly prior to employment at the University of Manchester)

The list includes options for students, volunteers and individuals who have not been in regular employment.

|  |  |
| --- | --- |
| **01** | Another publicly funded HEI in the UK |[ ]
| **02** | Publicly funded HEI in an overseas country |[ ]
| **03** | Other education provider in the UK |[ ]
| **04** | Other education provider in an overseas country |[ ]
| **07** | Student in the UK |[ ]
| **08** | Student in an overseas country |[ ]
| **09** | NHS/general medical or general dental practice in UK |[ ]
| **10** | Health service in an overseas country |[ ]
| **11** | Other public sector in the UK |[ ]
| **12** | Private industry/commerce in the UK |[ ]
| **13** | Self-employed in the UK |[ ]
| **14** | Other employment in the UK |[ ]
| **15** | Other employment in an overseas country |[ ]
| **16** | Working in a research institute (private) in the UK |[ ]
| **17** | Working in a research institute (private) in an overseas country |[ ]
| **18** | Working in a research institute (public) in the UK |[ ]
| **19** | Working in a research institute (public) in an overseas country |[ ]
| **21** | Not in regular employment |[ ]
| **22** | Working in the voluntary sector in the UK |[ ]
| **23** | Working in the voluntary sector in an overseas country |[ ]

## PREVIOUS WORK EXPERIENCE AT A HIGHER EDUCATION INSTITUTION (HEI)

Have you ever been employed by one or more higher education institutions (including the University of Manchester)?

**Please provide name of HEI, period of employment and details of the role(s) held:**

**Name of HEI 1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Period of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Post Title/role held**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of HEI 2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Period of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Post Title/role held**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# RIGHT TO WORK DOCUMENT REQUEST

The final part of the process is for the University to obtain a copy of your Right to Work documentation. The reason we do this is to ensure that we comply with requirements of the Asylum and Immigration Act 2006.

Your appointment letter provides you with the deadlines that we work to in order to pay you. We want to make sure that you receive pay at the correct time and in order to help us do this, we appreciate you bringing this form and document to us prior to the deadline.

**First Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Surname / Family Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student / Staff ID No** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CAS Reference from appointment email (i.e. CAS-12345-A6B7C4)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# NEXT STEPS

1. Once completed, save this form in PDF format in a secure location.
2. Attach the form to your email to People & OD Operations. Your covering email acts as your digital signature to confirm your details are correct

# PEOPLE & OD OPERATIONS CONTACT DETAILS

For help with day-to-day People & OD enquiries:

* Tel: 0161 27 54499
* Email: people.teachingasisstants@manchester.ac.uk