**EMPLOYMENT STATUS ASSESSMENT (ES1) FORM**

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| Name of person to be engaged (ES1 is not required for limited companies) |  |
| Manager responsible for engaging worker |  |
| Form completed by (if not manager) |  |
| Goods only, please state the type:You do not need to complete questions 1-20. Submit the form to hrservices@manchester.ac.uk. Should you subsequently wish the person to supply you with a service you must complete and submit a further ES1 form as the nature of the relationship will have changed. |
| If services, please describe work to be undertaken and complete questions 1-20. |
|  |
| Dates during work will be undertaken | From:  | To:  |
| Estimation of frequency of service (e.g. no. of days, sessions etc) |  |

***Please delete as appropriate:***

|  |  |  |
| --- | --- | --- |
| 1. | Is the worker currently employed by the University? | Yes/No |
|  | **Substitution** |  |
| 2. | Does the worker have to do the work themselves? | Yes/No |
| 3. | Can they send someone else to do the work? | Yes/No |
| 4. | Can they bring helper(s) to assist? | Yes/No |
| 5. | Are they responsible for paying the substitute or assistant(s)? | Yes/No |
|  | **General Control** |  |
| 6. | Is the worker a skilled person or expert in this field? | Yes/No |
| 7. | Will you  | * Supervise the work
* Give them a specification for the work
 |
| 8. | Can you move the worker to other tasks if priorities change? | Yes/No |
| 9. | Does the worker decide **how** the work is done? | Yes/No |
| 10. | How do you determine **where** the work is done? | * You tell the worker.
* The worker can decide.
* The job has to be done in a certain place.
 |
| 11. | How do you determine **when** the work is done? | * The worker has regular hours agreed with you.
* The worker has the freedom to choose when to do the work.
* The worker has agreed deadlines by which the work needs completion.
 |
|  | **Organisation** |  |
| 12. | Does the worker | * Work only or mainly for the University
* Regularly works for an number of different organisations
 |
| 13. | Does the worker provide their own tools and equipment to do the job? | Yes/No |
| 14. | Is the worker considered part of the team or a colleague? | Yes/No |
| 15. | Does the worker have the following | * Their own office
* University of Manchester email address
* Both
* Neither
 |
|  | **Financial Risk** |  |
| 16. | Will the worker be responsible for correcting unsatisfactory work at their own expense? | Yes/No |
| 17. | Does this work involve teaching? | Yes/No |
|  | **Teaching only** |  |
| 18. | Is this teaching | * Core curriculum
* input of specialist knowledge
 |
| 19. | Is this teaching part of an examined programme?  | Yes/No |
| 20. | Please specify the number of lectures, frequency and duration of the requested service. |  |

Once complete please send this form to HR Services at hrservices@manchester.ac.uk

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| **HR ASSESSMENT** |  |
| The employment status is | Not an employee/worker or Is a worker/employee |
| HMRC ESI Reference No. |  |
| Assessed by: |  |
| Signed |  |
| Date |  |
| Logged |  |