**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](mailto: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:***

|  |  |  |
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| 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](mailto: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 |  |