

CONTRACT OF EMPLOYMENT FOR TUTORS, DEMONSTRATORS AND EXTERNAL EXAMINERS



All sections of this form must be completed fully

PERSONAL DETAILS

PROF/DR/MR/MRS/MISS/MS (Delete as appropriate)

FEMALE/MALE (Delete as appropriate)

FORENAME:

SURNAME:

LOCAL HOME ADDRESS INCLUDING POSTCODE (Not Departmental Address)

DATE OF BIRTH:

NATIONALITY:

PAY REF NO.:

NATIONAL INSURANCE NUMBER:

(If you have not been allocated a NI Number please contact your local DSS Office without delay)

PREVIOUS EMPLOYMENT WITH UNIVERSITY

YES/NO (Delete as appropriate)

PENSION SCHEME MEMBERSHIP REQUIRED

YES/NO (Delete as appropriate)

If yes, the attached pension scheme application form must be completed and returned before pension deductions can be made.

ETHNIC ORIGIN: Please tick the box which describes your ethnic origin

White –British		White – Irish		White – Scottish		Other White Background	
Black or Black British – Caribbean		Black or Black British – African		Other Black Background		Asian or Asian British – Indian	
Asian or Asian British – Pakistani		Asian or Asian British – Bangladeshi		Chinese		Other Asian Background	
Mixed Background		Other Ethnic Background					

DISABILITY: Please tick the box which describes your disability status

Not disabled

Disabled

School(s)/College

POST/COURSE

	Account		Cost Centre		Sub Analysis
Source of Funds					

Category of Staff for pension purposes: Academic/Clerical/Technical/Manual (Delete as appropriate)

This part must be completed to allow for the correct pension scheme deductions for both employee and employer. Only one Category may be highlighted

SOC Code Number ¹ (see next page for values):

PERIOD OF EMPLOYMENT FROM:

TO:

NUMBER OF HOURS

RATE OF PAY

IF EXTERNAL EXAMINER, PLEASE TICK ☐

EMPLOYMENT AGREEMENT

Verified and authorised by Head of School or Authorised Signatory:

DATE AND SIGNATURE
PRINT NAME AND POSITION

CONTACT
PHONE NO.

I accept the above offer:

Date And Signature Of Tutor / Demonstrator / External Examiner

This form must be returned to College / School

Human Resources Form 95

July 2005

PTO⇒

<u>BANK MANDATE</u> The "Bank Mandate" details must be completed and signed. The University only makes payment via BACS transfer	
Please complete and attach your P45 (or P38 if appropriate). If P45 is not available please complete P46.	
Please pay future instalments of Salary to my Bankers:	
BANK/BUILDING SOCIETY	BRANCH ADDRESS
PERSONAL ACCOUNT NUMBER (8 Digits)	BRANCH SORT CODE
If you wish your salary to be paid into a Building Society account please enclose a statement from them showing the Building Society requirements.	
DATE AND SIGNATURE	

NOTES:

Please complete details in black ink and capital letters.
 INCOMPLETE/ILLEGIBLE FORMS WILL BE RETURNED

FOR TUTORS & DEMONSTRATORS ONLY

The rate of pay is inclusive of direct class time and any related additional administrative duties such as preparation or marking of examination scripts and holiday pay.

FOR STUDENTS ONLY

For information on Student Employment, please refer to the university web site at
http://www.finance.ed.ac.uk/general/student_employment.html

FOR UNIVERSITY ADMINISTRATION STAFF

1. This form should be used for Tutors, Demonstrators and External Examiners only. Exceptionally, it may also be used for lecturing staff in the Centre for Continuing Education.
2. The completed form should be sent to the relevant **Human Resources Admin Team** for processing.
3. The initiating School / College Office should retain a copy of this form.
4. **No payment will be made on the basis of the information provided on this form.**
 Timesheets (Form 96A) and External Examiner Fee Form (Form 96B) must be completed for all hours worked/ payment due and forwarded to **Salaries** for payment.
5. Employer's pension contributions will be charged to the account code specified

¹ SOC Codes values:

- 1: Managers
- 2A: Academic Professionals
- 2B: Non Academic Professionals
- 3A: Laboratory, Engineering, IT, Medical Technicians, Nurses
- 3B: Student Welfare, Careers Advisers, Personnel Officers, Vocational Training Instructors
- 3C: Artistic, Media, PR, Marketing and Sports Occupations
- 4A: Library Assistants, Clerks, Admin Assistants
- 4B: Secretaries, Typists, Receptionists, Telephonists
- 5: Chefs, Gardeners, Works, Fitters, Printers
- 6: Caretakers, Residential Wardens, Nursery Nurses, Sports & Leisure Attendants, Care occupations
- 7: Retail & Customer Service Occupations
- 8: Drivers, Maintenance Supervisors, Plant Operatives
- 9: Cleaners, Catering Assistants, Porters, Security Officers, Maintenance Workers

PENSION SCHEME APPLICATION FORM FOR IRREGULAR EMPLOYMENT CONTRACTS

Please complete this form and return it with the appropriate form to your Head of School or Authorised Signatory. Please attach a photocopy of your birth certificate or passport to this form as proof of date of birth.

I wish to become a member of the Pension Scheme with effect from my period of employment.

I understand that the Pension Scheme I will be eligible to join will be dependent on the "Category of Staff" type applicable to my period of employment.

I understand that the Trustees of the Scheme and their advisers and administrators (as detailed in the Annual Report and Accounts) will need to process certain data about me. I further understand that this may include items categorised under the Data Protection Act 1998 as 'Sensitive Data' such as medical details or death benefit nominations. I accept that the Trustees, and their advisers and administrators, need this data to calculate and pay benefits, for statistical purposes, for reference purposes and to administer the Scheme as a whole. I agree to this entire processing taking place.

Signed Date

Full Name Pay Reference Number

National Insurance Number Date of Birth

When the Pensions Department receive this completed form they will write to you with details of the pension scheme that you will be permitted to join. A New Starter Pack will be sent to you detailing the benefits available from the Scheme.

Please enter below the address that you wish this correspondence to be forwarded to:

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NB

- If you are age 60 or above and are employed as an Academic category of staff you are not permitted to join the Pension Scheme.
- If you are age 64 or above you are not permitted to join either of the Occupational Pensions Schemes.

This form must be completed and returned with your signed contract of employment. Failure to complete this form will result in non-membership of the pension scheme.