|  |  |
| --- | --- |
| A close up of a logo  Description automatically generated | **Human Resources****Invigilator Application Pack** |
| **CURRENT PERIOD: 1 October 2024 to 31 August 2025** |
| **Please note:*** This pack **must NOT** be used to employ current students. Any invigilator packs used in that way will be returned and not paid.
* Student invigilators are appointed via the University’s part time hourly paid pool.
* A right to work check must be completed **before** any invigilation work is undertaken. Claims for payment which are dated before a right to work check has been completed will not be paid and there is no alternative method of payment in this situation.

**Self-employed individuals** are exempt from the right to work check requirement however, self-employed status must be determined **before** any invigilation work is undertaken. If you are unable to determine self-employed status, a right to work check must be completed **before** invigilation work is undertaken. ***Please note:*** * *Those who hold a Student visa are not permitted to be self-employed in the UK.*
* *Those who hold a sponsored work visa\* are not permitted to undertake invigilation work.*

\*Sponsored work visas include: * Skilled Worker Visas
* Tier 2 Visas
* Temporary Worker Visas
* A fully completed Invigilator Application Pack and right to work check (*unless self-employed exemption above applies*) will be **valid for 11 months covering the period 1 October 2024 to 31 August 2025**. ***Subject to the right to work check remaining valid during that period. If not, a new right to work check will be required.***

A right to work check **will not** be valid in the following circumstances: * the document they used to evidence their right to work has expired. *This requirement does not apply to British or Irish passport holds as they are permitted to use an expired passport. Clipped passports are not permitted and other documentation must be provided instead.*
* Their existing visa has expired
* Their existing visa is due to expire and they have applied for a new visa
* Since they last evidenced their right to work, they have obtained a different type of visa
* To claim payment for work undertaken between 1 October 2024 and 31 August 2025, the separate [Invigilator Claim Form](https://staff.hud.ac.uk/hr/forms/) (under Payroll Forms) must be completed and submitted for checking and processing.
* Incomplete packs/claim forms will be returned and could lead to a delay in processing the payment.
* **If they are being re-engaged after 31 August 2025, a month’s break is required along with a new fully completed Invigilator Application Pack and right to work check (*unless self-employed exemption above applies*) for the next 11 month period starting in October 2025.**

  |
| **Checklist** |
| The following documents must be submitted before any claims can be checked and processed. |
| **Completed Application Form** *(found on page 3)* |[ ]
| **Completed Right to Work Check (undertaken by a University employee)** *using the statement on pages 3 and 4 to determine the type of check to be completed.* Information on how to perform right to work checks, including acceptable documents for a manual (in-person) check, can be found in our [right to work checks guidance](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/downloads/Right_To_Work_Checks_Guidance.pdf).If you have determined that your consultant is self-employed and doesn’t hold a sponsored work visa, please tick the ‘Not Applicable’ box and tick the relevant sections on the declaration page (page 6). Should you have any queries regarding undertaking right to work checks, please contact:Michelle Lovett, UKVI Compliance Officer Email: m.lovett@hud.ac.uk / Telephone: 01484 256622 | [ ] Right to work check included |
|  | [ ]  Notapplicable (self-employed) |
| **Completed Equal Opportunities Monitoring Form** *(found on pages 5 and 6)* |[ ]
| **Signed declaration** *(found on page 6)* |[ ]
| **Once the above is complete**Send the above documentation to the Central Finance contact for an initial check. Central Finance will then forward the documentation to Payroll for payment. Please send your documentation to the relevant inbox below: * Applied Sciences: sappfinance@hud.ac.uk
* Arts and Humanities: sah.finance@hud.ac.uk
* Business, Education and Law: busfinance@hud.ac.uk
* Computing and Engineering: sce-por@hud.ac.uk
* Human Health and Sciences: hhs-finance@hud.ac.uk
 |

|  |
| --- |
| **Invigilator Application Form** |
| **Personal Details** |
| **Surname** |  | **Title** | [ ]  Dr [ ]  Mr [ ]  Mrs | [ ]  Miss [ ]  Ms[ ]  Mx |
| **Full Forename(s)**  |  |
| **Full Postal Address**  |  |
| **Post Code** |  |
| **Contact Telephone Number** |  |
| **Contact Email Address** |  |
| **Date of Birth** |  |
| **Current Staff/Student Status** |
| Are you a current member of staff at the University of Huddersfield?  | Yes[ ]  | No[ ]  |
| Are you a current student at the University of Huddersfield? ***Current students are not able to use this form to receive payment. Please speak to your manager.***  | Yes[ ]  | No[ ]  |
| **Right to Work** |
| **A right to work check must be carried out on all potential employees/workers, regardless of their nationality, race or ethnicity and before employment/work commences.****See the**[**right to work checks guidance**](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/downloads/Right_To_Work_Checks_Guidance.pdf)**for further information.** |
| ***Please note:*** *An invigilator is permitted to use their initial right to work check to cover an* ***11 month period from 1 October to 31 August****, providing the check remains valid for that period. If the right to work check no longer remains valid, a new right to work check will be required.* |
| **Which statement applies to you?**  |
| **1** | **I hold a current (not expired) British or Irish passport**You can evidence your right to work in 3 different ways:1. You can attend the University with your original passport, before you start any invigilation work, for a manual (in person) check.
2. You can send your original passport to the University by secure post. Official copies will be taken and the image on your document will be checked against your person, via video call.
3. You can use our external provider Yoti for a fully remote right to work check. You use a portal to take photos of your passport and self, and a follow up video call is undertaken to check your images match against your person.
 | [ ]  |
| **2** | **I hold an expired British or Irish passport (does not apply to clipped passports)**You can evidence your right to work in 2 different ways:1. You can attend the University with your original passport, before you start any invigilation work, for a manual (in person) check.
2. You can send your original passport to the University by secure post. Official copies will be taken and the image on your document will be checked against your person, via video call.
 | [ ]  |
| **3** | **I am British or Irish but do not hold a passport or my passport has been clipped**Please refer to the [right to work checks guidance](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/downloads/Right_To_Work_Checks_Guidance.pdf) to see what other documentation you can provide to evidence your right to work. You will need to either:1. Attend the University with your original documentation, before you start any invigilation work, for a manual (in person) check.
2. Send your original documentation to the University by secure post. Official copies will be taken to complete the right to work check.
 | [ ]  |
| **4** | **I hold a visa and can provide a share code to evidence my right to work in the UK**You evidence your right to work by: * Sending a [share code](https://www.gov.uk/prove-right-to-work/get-a-share-code-online) to your School contact, along with your date of birth
* They will access the online system to check that your visa allows you to undertake the work in question
* They will then follow up with a video call to check that the image on the online system matches your person

***Please note that Tier 2, Skilled Worker or Temporary Worker Visa holders are not permitted to undertake work as an invigilator with us as the role does is not eligible for supplementary employment.***  | [ ]  |
| **5** | **I hold a visa but cannot provide a share code to evidence my right to work in the UK**Please refer to the [right to work checks guidance](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/downloads/Right_To_Work_Checks_Guidance.pdf) to see what documentation you can provide to evidence your right to work. You will need to either:1. Attend the University with your original documentation, before you start any invigilation work, for a manual (in person) check.
2. Send your original documentation to the University by secure post. Official copies will be taken to complete the right to work check.

***Please note that Tier 2, Skilled Worker or Temporary Worker Visa are not permitted to undertake work as an invigilator with us as the role does is not eligible for supplementary employment.*** | [ ]  |

|  |  |
| --- | --- |
|  A close up of a logo  Description automatically generated | **Human Resources****Equal Opportunities Monitoring Form (October 2023)** |

|  |
| --- |
| The University of Huddersfield is committed to recruiting, retaining and developing a workforce that reflects the diverse community we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.Any information provided on this form will be treated as strictly confidential and will be used for monitoring purposes only in accordance with our [privacy notice](https://www.hud.ac.uk/media/assets/document/informationgovernance/dataprotection/StaffPrivacyNotice.pdf). |
| **Please complete the boxes as appropriate** |
| **Gender**[ ]  Female [ ]  Male [ ]  UnspecifiedWe are required to ask the legal gender of employees for HMRC purposes, however the University recognises and celebrates trans (including non-binary) identities and uses inclusive questions on all other forms and systems. This information is used to identify any areas of differential impact on grounds of gender and to assist in drafting plans to address this. We require this information to comply with our responsibilities under the Equality Act 2010. This information is also used by the Higher Education Statistics Agency (HESA) to monitor trends in Higher Education employment. | **Disability**[ ]  [ ]  Disabled [ ]  Not Disabled [ ]  Prefer not to say

|  |
| --- |
| **Disability description** |

This information is used to identify any areas of differential impact on grounds of disability and to assist in drafting plans to address this. We require this information to comply with our responsibilities under the Equality Act 2010. The information is also used to ensure reasonable adjustments and adaptions are made to support staff with disabilities. |
| **Date of Birth**

|  |
| --- |
|  |

This information is required by HM Revenue & Customs for PAYE purposes. It is also used to identify any areas or age discrimination of any areas of differential impact. We require this information to comply with our responsibilities under the Equality Act 2010. This information is also used to process pension requests and to calculate relevant payments. | **Ethnic Origin**[ ]  African [ ]  Arab[ ]  Bangladeshi[ ]  Caribbean[ ]  Chinese[ ]  Gypsy or Traveller[ ]  Indian[ ]  Irish[ ]  Pakistani [ ]  Prefer not to say [ ]  Not known | [ ]  Other Black background[ ]  Other Asian background[ ]  Other Ethnic background[ ]  Other Mixed background[ ]  Other White background[ ]  White British[ ]  White and Asian[ ]  White and Black African[ ]  White and Black Caribbean |
| **Nationality**

|  |
| --- |
|  |

This information is used to identify any areas of differential impact on grounds of nationality and to assist in drafting plans to address this. We require this information to comply with our responsibilities under the Equality Act 2010. This information is also used by the Higher Education Statistics Agency (HESA) to monitor trends in Higher Education employment. |
| This information is used to identify any areas of differential impact on grounds of race and to assist in drafting plans to address this. We require this information to comply with our responsibilities under the Equality Act 2010. This information is also used by the Higher Education Statistics Agency (HESA) to monitor trends in Higher Education employment. |
| **Sexual Orientation**[ ]  Bi [ ]  Gay man[ ]  I use another term [ ]  Lesbian/Gay woman[ ]  Prefer not to say [ ]  Straight/HeterosexualThis information is used to identify any areas of differential impact on grounds of sexual orientation and to assist in drafting plans to address this. We require this information to comply with our responsibilities under the Equality Act 2010.  | **Marital Status**[ ]  Civil Partnership [ ]  Divorced[ ]  Estranged[ ]  Married[ ]  Not specified | [ ]  Other [ ]  Partner[ ]  Single[ ]  Unknown[ ]  Widowed |
| This information is used to identify any areas of differential impact on grounds of marital status and to assist in drafting plans to address this. We require this information to comply with our responsibilities under the Equality Act 2010. |
| **Religion or Belief**☐ No religion[ ]  Buddhist[ ]  Christian[ ]  Hindu☐ Jewish | [ ]  Muslim[ ]  Sikh[ ]  Any other religion or belief[ ]  Prefer not to say | **Criminal convictions** Have you ever been convicted of an offence which is not regarded as "spent" under the Rehabilitation of Offenders Act 1974 (as amended)?[ ]  Yes [ ]  NoIf yes please provide the date(s), nature of offence(s) and sentence(s) passed:

|  |
| --- |
|  |

Applicants will be judged on their ability to perform the duties of the position applied for and convictions will only be taken into account if they are relevant to that type of work. Where a position is subject to a Disclosure and Barring Service check specific details will be provided. |
| This information is used to identify any areas of differential impact on grounds of religion and/or belief and to assist in drafting plans to address this. We require this information to comply with our responsibilities under the Equality Act 2010. |

|  |
| --- |
| **Declaration by Applicant** |
| I confirm that the information I’ve given in this Invigilator Application Pack is correct.  | [ ]  |
| **Full Name** |  |
| **Signature** |  |
| **Date** |  |

|  |
| --- |
| **FOR COMPLETION BY SCHOOL** |
| **For Self-Employed Individuals** It has been determined that this individual is self-employed **and** | [ ]  |
| they do not hold a sponsored work visa, **and** | [ ]  |
| they do not hold a Student visa, **and** | [ ]  |
| therefore, do not require a right to work check completing | [ ]  |
| **Full Name:** |  |
| **Job Title:** |  |
| **Signature:** |  |
| **Date:** |  |