

Foreword by the University:

The University is proud of its diverse community, students and visitors, and is committed to maintaining its excellent record in teaching and research by ensuring there is equality of opportunity for all, fostered in an environment of mutual respect and dignity. The University takes steps to ensure that all data is treated sensitively and will not be revealed to third parties. The University is committed to equality and diversity and requires information to comply with its legal obligations, evaluate its Single Equality Scheme and ensure that the needs of individuals are met. We are also now required, by the Higher Education Statistics Agency (HESA), to collect information from all claimants on the nature of any disabilities. The list overleaf has been drawn up by HESA and provided to all universities to ensure consistency of data collection.

The Disability Discrimination Act states that a disabled person is someone who has a physical or mental impairment which has a substantial, adverse and long- term (usually 12 months or greater) effect on their ability to carry out day to day duties.

Please note that this data is confidential and will be used for monitoring purposes only. If you have a disability and require any adjustments or have other queries please contact your manager or your link Human Resources adviser.

Claimants should complete the Personal Record form and then submit to a departmental representative from the University of Warwick (typically an Internal Examiner of Administrator) who will complete pages 3 and 4 and return the entire form to the Graduate School for onward transmission to Payroll. If you have any queries relating to the completion of this form please contact the Graduate School on extension 75533 or alternatively email ['graduateschool@warwick.ac.uk'](mailto:graduateschool@warwick.ac.uk)

Completed forms will be processed monthly in the next available pay period

Claimant Personal Record Form

Please note - it will not be possible to process payments without this form. **Please complete all sections**

Department of Work

Departmental Contact

ACCADEMIC OFFICE USE ONLY

Accademic Office Contact

Extension Number

Title	Forename(s)									
Surname										
Home Address										
Telephone No.										
Date of Birth	D D / M M / Y Y Y Y		Gender	M F Please circle as appropriate						
Start Date	D D / M M / Y Y Y Y		National Insurance No.	A A N N N N N N A						

All employees must have an ni number therefore if you do not have one please email payroll@warwick.ac.uk

Payment Details - All payments are made by BACS on the 18th of the month

Sort Code				Name of Bank			
Account No				Bank Branch			
Account Name				Bank Address			
Roll No (if applicable)							

Taxation Status - Please confirm your current circumstances

Please read all the following statements carefully and circle the letter in the one box that applies to you.

or **A** This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance or taxable Incapacity Benefit or a state or occupational pension.

or **B** This is now my only job, but since last 6 April I have had another job, or have received taxable Jobseeker's Allowance or Incapacity Benefit. I do not receive a state or occupational pension.

or **C** I have another job or receive a state or occupational pension.

If no statements apply then deduct tax on code 0T month 1

HESA INFORMATION

Please complete the following Higher Education Statistics Agency (HESA) questions.

Ethnic grouping & Nationality

Please circle the entry that best describes your ethnicity

11 White - British	31 Asian/Asian British-India	42 Mixed-White and Black African
12 White - Irish	32 Asian/Asian British-Pakistan	43 Mixed-White and Asian
19 Other White Background	33 Asian/Asian British-Bangladesh	49 Other Mixed Background
21 Black/Black British-Caribbean	34 Chinese	80 Other Ethnic Background
22 Black/Black British-Africa	39 Other Asian Background	98 Prefer Not To Say
29 Other Black Background	41 Mixed-White and Black Caribbean	

Please enter your nationality

Disability

Do you have a disability?

Y N Please circle as appropriate

The Disability Discrimination Act states that a disabled person is someone who has a physical or mental impairment which has a substantial, adverse and long-term (usually 12 months or greater) effect on their ability to carry out day to day duties. If your impairment would have a substantial effect on you without medication, then this part of the definition would be satisfied-this excludes glasses or contact lenses. Please note that cancer, HIV, multiple sclerosis, are automatically classed as a disability from the day of diagnosis.

If the answer above is 'Y', please select up to two boxes below

<input type="checkbox"/> Blind or serious visual impairment	<input type="checkbox"/> Mental health condition (e.g. depression or schizophrenia)
<input type="checkbox"/> Cognitive impairment (e.g. autistic spectrum disorder or resulting from head injury)	<input type="checkbox"/> Other type of disability
<input type="checkbox"/> Physical impairment or mobility issues(e.g. use of arms or using a wheelchair or crutches)	<input type="checkbox"/> Deaf or serious hearing impairment
<input type="checkbox"/> General learning disability (such as Down's syndrome)	<input type="checkbox"/> Specific learning disability (such as dyslexia or dyspraxia)
<input type="checkbox"/> Long-standing illness (e.g. diabetes, epilepsy, cancer, HIV, or chronic heart disease)	<input type="checkbox"/> Prefer Not To Say

I confirm that the personal information given on this form is correct. I also agree that in the event of overpayment of any salary or other remuneration, the University is entitled to make the relevant deduction from any subsequent payment(s). The University will let you know and agree in advance the relevant deduction, but its failure to do so will not affect its right to reclaim the overpayment.

Signed

Date

Please return this form to the Graduate School

DEPARTMENTAL ADMINISTRATOR USE ONLY

'Permission to work' attached

Please note that failure to include 'permission to work' details will result in the form being returned in line with the Prevention of Illegal Working Immigration, Asylum and Nationality Act 2006

PAYROLL USE ONLY	UK work evidence received. List...	A / B	For 'B' please enter the earliest of 12 months excuse or the expiry date	Date	PSE updated by	Name
	Or form returned to Department			Date	By	Name

PSE CHECKED

TO BE COMPLETED BY THE DEPARTMENT

Confirmation of eligibility to work under the PREVENTION OF ILLEGAL WORKING (as from 29 February 2008) IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

To be completed by the University of Warwick representative (typically an Internal Examiner or Administrator)

Claimant Name: _____

Please indicate on the attached pages exactly which original documents you have been presented with.

Warwick Departmental Representative

Name: _____ Position Held: _____

Department: _____ Contact Number: _____

I confirm that to the best of my knowledge I have seen the original documents indicated and that :

- they relate to the candidate named above
- any photo ID seems to match the physical identity of the candidate named above
- names and dates of birth are consistent across documents
- the original documents show no obvious signs of tampering or forgery

Signature: _____ Date: _____

Please attach the photocopied documents to this form and send to the Graduate School with the VAM Personal Record Form

[If you have any queries on this documentation please contact either your link HR Assistant or Julia Foulks in the HR Office on ext 73161 or email J.Foulks@warwick.ac.uk](#)

Please ✓ **one** box from List A or List B to confirm which **original document or combination of documents** you have been presented with.

Please note that you need to check the validity of the document and satisfy yourself that the claimant is the person named in the documents they present to you. Further guidance is available on the HR website at <http://www2.warwick.ac.uk/services/humanresources/newpolicies/piw/>

LIST A – Provides an ongoing 'permission to work'

1	A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom	
2	A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland	
3	A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland	
4	A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.	
5	A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.	
6	A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.	
7	An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.	
8	A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.	
9	A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.	
10	A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.	
11	An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.	
12	A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.	
13	A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.	

List B – Provides 'permission to work' for up to 12 months (then documents must be re checked for claimant to continue work)

1	A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit	
2	A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question	
3	A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same	
4	A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old when produced in combination with evidence of verification by the Border and Immigration Agency Employer Checking Service	
5	A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland	
6	An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the Border and Immigration Agency Employer Checking Service	
7	An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer	
8	A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer	

Documents that do not provide you with 'permission to work' in any circumstances

- a Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the UK. If you are presented with these documents then you should advise the applicant to call the Border and Immigration Agency on 0151 237 6375 for information about how they can apply for an Application Registration Card;
- a temporary National Insurance Number beginning with TN, or any number which ends with the letters from E to Z inclusive;
- a permanent National Insurance number when presented in isolation;
- a driving licence issued by the Driver and Vehicle Licensing Agency;
- a bill issued by a financial institution or a utility company;
- a passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar;
- a short (abbreviated) birth certificate issued in the UK which does not have details of at least one of the holder's parents;
- a licence provided by the Security Industry Authority;
- a document check by the Criminal Records Bureau;
- a card or certificate issued by the Inland Revenue under the Construction Industry Scheme.