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Description automatically generated

Contract Request for

Short term Contracts, Partial retirement, &

Staff named on Research Grants

HR Division

04/24

This form can only be used to request contracts of short-term duration (<= 6 months fixed term), for a new contract where the individual is partially retiring, and for staff named on Research Grants where no advertising is required. The Talentlink system should be used for all advertised posts and other recruitment.

To ensure the contract is issued before the start date, we need this form submitted with as much notice as possible (particularly if the individual requires a visa). For individuals without visas, we need at least 5 working days’ notice to generate the contract.

Not all fields in this form will apply to all roles. Fields and mandatory sections have been marked with a red asterisk (\*). Please ensure that when you send this form, you **attach all the relevant documents**, as listed at the end of this form.

**Approval must be provided on the form before being sent to the HR Staff Hub**

**Generally-funded posts:** Please complete and email to your Faculty Finance Team.

**Research-funded posts:** Please complete and email to your Research Services Office for approval

# Split-funded posts: Please include authorisations from all relevant parties

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| **1 Details of New Employee** | | | |
| Surname\*: | Forename/s\*: | | Title\*: Choose an item. |
| (Please enter name details exactly as they appear on new employee’s passport) | | | |
| Has this person ever been a student, staff member or an associate of Imperial\*?  Yes  No  If ‘yes’ – state their previous CID | | | |
| Is this person being redeployed from within Imperial (i.e., are they at risk of redundancy and currently on the HR redeployment register) \*? Yes  No  Not known | | | |
| Home address line 1\*:  Home address line 2\*:  City/Town\*:  County:  Postcode\*:  Country\*:  Tel no\*:  Personal email address\*: | | Legal Sex\*: Male  Female  Date of birth\*:  Nationality\*: | |
| Dept/Div/Sch/Inst\*: | | Section\*: | |
| Section code\*:  (e.g. MAPR Pure Mathematics). | | Building\*:  Campus\*: Choose an item.  Location code\*: | |

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| **2 Post Details** | | | | | | |
| Job Title\*: | | | | [Job Family](https://www.imperial.ac.uk/human-resources/recruitment-and-promotions/job-families-and-grades/)\*: Choose an item. | | |
| Job Level\*: | | | | Spine point\*: | | |
| Type of contract\*: Named on Research Grant  **or** Short-term  **or**  Partial retirement | | | | | | |
| Start date\*: | | | Length of appointment\*: | | | Contract end date\*: |
| Reporting to\*: | | | Will postholder manage /supervise staff\*?  Yes  No | | | |
| \*Full-time: Part-time:  Basic salary: £XXXX per annum,  **If requesting full time, please skip to the ‘start date’ box**  FTE (if part-time) Click or tap here to enter text.% equal to Click or tap here to enter text. hours per week.  For part-time roles, please also complete the work pattern below in section 3 below | | | | | | |
|  | Annualised hours (specific work pattern is determined):  Basic salary £Click or tap here to enter text. per annum.  % FTE: Click or tap here to enter text.  Hours per week: Click or tap here to enter text.  Also complete work pattern below | | | | Annualised hours (hours, FTE determined but not work pattern):  Standard spine point rate £Click or tap here to enter text. per hour  **or**  Standard fixed rate £Click or tap here to enter text. per hour  % FTE: Click or tap here to enter text.  Total hours for contract period: | |
|  | Zero hours(Levels 1-5 and A-C only)  Standard spine point rate £Click or tap here to enter text. per hour.  **or** Standard fixed rate £Click or tap here to enter text. per hour.  (only where agreed exceptionally by local HR representative)  Notice required (between 1-4 weeks): Click or tap here to enter text.week(s) | | | | Additional payments/allowances (e.g. ADHs/shift allowance) Click or tap here to enter text.  Will the postholder be required to work in excess of 48 hours per week:  Yes  No  *If yes, the postholder will be required to sign a Working Time Regulations Opt Out form* | |
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| **Disclosure and Barring Service check (DBS)**   1. Is a DBS check required for the new/changed role\* Yes  No  I need advice 2. If Yes or I need advice, the Staff DBS team will liaise with the Department’s DBS contact below to determine the level of DBS check required.   Department DBS contact:  **If the individual already has a DBS certificate at the correct level for the role and is subscribed to the DBS Update Service, please send it with this form to the Staff Hub.** | | | | | | |
| Will this person be required to work overseas (excluding short business trips abroad)\*? | | Yes  No  If yes state overseas country and anticipated period the individual will work there: | | | | |

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| **3 Work pattern** for part time, shift work or any non-standard work patterns only | |
| Effective date of change: |  |
| Work pattern type: |  |
| **For part time staff only *(excluding shift rotations):*** please complete only one section below: | |
| **Complete if working the same number of hours on each day worked by ✓ boxes below, leaving non- working half days blank** | **Complete if working varying hours across the week, leaving non-working days blank:** |
| Monday: AM:  PM: | Monday: Hours worked: Click or tap here to enter text. |
| Tuesday: AM:  PM: | Tuesday: Hours worked: Click or tap here to enter text. |
| Wednesday: AM:  PM: | Wednesday: Hours worked: Click or tap here to enter text. |
| Thursday: AM:  PM: | Thursday: Hours worked: Click or tap here to enter text. |
| Friday: AM:  PM: | Friday: Hours worked: Click or tap here to enter text. |
| **For staff working shift rotations only:** please complete the sections below: | |
| **Work pattern start day**: Choose an item. | **If working shifts in days:**  State daily pattern *(e.g. 4 days on, 4 days off):* |
| Select whether days stated below are worked in days or hours: Choose an item. | |
| **Select shift pattern from drop down list:** | |
| Day 1 Choose an item. | Day 6 Choose an item. |
| Day 2 Choose an item. | Day 7 Choose an item. |
| Day 3 Choose an item. | Day 8 Choose an item. |
| Day 4 Choose an item. | Day 9 Choose an item. |
| Day 5 Choose an item. |  |

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| **4** [**Right to Work (RTW) in the UK**](http://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/right-to-work/)\*   1. *Where the individual is a British or Irish citizen, or holds Indefinite Leave to Remain or Settlement/No-time-limit/right of abode or holds EU Settlement Scheme Status, Frontier Worker status:* | |
| A completed [RTW Checklist](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/immigration-asylum-and-nationality-act-2006/Imperial-Right-to-Work-Checklist-Department-vs-1.docx) with copies of their RTW status evidence (please attach when submitting this form  *If no, this will need to be carried out and submitted as soon as possible otherwise HR will not be able to confirm the individual has met their conditions of their contract and they will not be able to start work.*  **OR** | Yes  No |
| 1. *Please indicate where individual has either:*   No UK Immigration/visa status held  Current UK Immigration/visa status held: Click or tap here to enter text.  Have a UK immigration/visa application in process: Click or tap here to enter text.   * Attach any relevant evidence / information of the above status, and a copy of current passport. * If research post on relevant award that may qualify for [Global Talent Visa](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/types-of-visas-and-how-to-apply/) – attach [assessment form](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/immigration-asylum-and-nationality-act-2006/Global-Talent-Visa---UKRI-route-assessment-form-May22.docx) and award   **For b) above – HR will assess and support where a new work route visa is required and will complete the right to work check, following the form being submitted.** | |
| [**Academic Technology Approval Scheme (ATAS)**](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/academic-technology-approval-scheme-atas/) **-** *If required:*  Where the individual requires either a [Skilled Worker or T5 Gov Authorised Exchange](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/types-of-visas-and-how-to-apply/) visa; **and**   * will be employed in research, academic, engineering or technician role * undertaking research activities at PhD level or above * in one of the Academic Subjects/Fields of Research relevant to ATAS; and * is not an ATAS-exempt national,   they will be required to obtain a free-of-charge [ATAS certificate](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/academic-technology-approval-scheme-atas/) before Imperial can issue a Certificate of Sponsorship and they can apply for a visa to work in the UK.  Please answer the questions below to determine if this individual requires an ATAS certificate.   1. **Is the individual an ATAS exempt national? – select from drop down list:**   Choose an item.  *If individual is exempt, please skip questions 2-4 as ATAS clearance is not required for exempt nationals.*   1. ***All Academic and Research roles will be expected to be undertaking research activities at PhD level or above.* For Engineering-related and Technician roles only, please confirm if the role will include an element of research at PhD level or above?**   Choose an item.   1. **Is the field of research in a subject set out in the list of Academic Subjects/Fields of Research relevant to ATAS – select from drop down list below? *(‘No’ is at end of the list)***   *Departments undertaking any research activities related to the listed subjects/fields* *will be expected to have all relevant staff meet the ATAS requirement.*  Choose an item.  ***Where answers for 1, 2 & 3 indicate that ATAS is required:***   1. Please provide a research statement, 6-7 lines in length, summarising the research activities the individual will undertake. The individual will need to submit this information when they apply for their ATAS certificate. [Examples of research statements](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/international-student-support/public/FCO-examples-of-ATAS-proposals.pdf) are available for reference. | |

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| **5 Employment Health Assessment**  The Imperial OH Service requires information on specific aspects of a job in order to decide whether a health assessment of the new member of staff is required for safety reasons or to meet statutory requirements. Guidance on how to answer the questions can be located on the [HR website](https://www.imperial.ac.uk/occupational-health/health-protection-at-work/work-health-assessment/). If you are still unsure of how to answer a question, please seek advice from an Imperial OH Adviser (occhealth@imperial.ac.uk). | | |
| **Does the job involve**\***:** | **Yes** | No |
| 1. Contact with patients   1.1 NHS Honorary Contract required |  |  |
| 1. Undertaking or assisting with surgery or other Exposure Prone Procedures |  |  |
| 1. Working with babies or young children |  |  |
| 1. Work with hazard group 2 or 3 pathogens or Class 2 or 3 GMOs   (*Includes* ***laboratory*** *work with unscreened blood or unfixed human tissues. n.b. Work involving only Class 1 GMOs need not be declared*) |  |  |
| 1. Work with animals or insects |  |  |
| 1. Other work requiring health surveillance |  |  |
| 1. Regular driving on Imperial business   (*Use of own vehicle for commuting excluded*) |  |  |
| 1. Need for accurate colour vision |  |  |
| 1. Fieldwork or travel abroad |  |  |
| Food handling |  |  |
| Safety-critical work  (*Work that poses serious risk to the individual or others in the event of sudden incapacity. Please refer to HR website link above*) |  |  |
| Other work requiring health clearance |  |  |
| None of the above |  |  |

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| **6 NHS contractual arrangements**  Does this person have a contractual arrangement with the NHS\*? Yes  No  If so please indicate: | |
|  | HEI contract and NHS Honorary Contract (excluding those with contracts in Nursing and Midwifery purely for the purpose of supervision of placements)  HEI contract and Research Passport  Joint HEI/NHS or primary/community healthcare contracts  NHS Trust – Please give the name of the Trust Click or tap here to enter text.  Please attach a recent NHS Payslip and GMC/NMC registration (for those on clinical pay scales only) |

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| 7 Security Clearance Certain roles require additional security vetting due to the nature and subject of the work they will be doing or at the request of funders. This is very rare, and this section can be skipped for the majority of roles.  Is security clearance required\*? Yes  No  If yes, has it been obtained? Yes  No |

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| **8 Funding Details**  **Generally-funded posts:**  Please confirm that the post is specifically provided for in the current budget/planning round.  Yes  Comments: | |
| **Research-funded posts:** |  |
| Named on research grant: | Yes  No |
| Research funding source/sponsor: |  |
| Sponsor’s Reference: |  |
|  | |
| **All posts** | |
| Please provide the GL and/or POETA account code(s) for the post\*.  Funding should always total 100% (regardless of the type of contract e.g., full time or part time)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Cost Centre | Activity code | Analysis code | % | Effective Date | | [ | [ | [ | [ | [ | | [ | [ | [ | [ | [ | | [ | [ | [ | [ | [ | | [ | [ | [ | [ | [ | | [ | [ | [ | [ | [ | | |
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| **9 Comments**  Please use the below box to outline any other information that is relevant to creating the new short-term contract |
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| In order for this form to be processed, please ensure you **attach the relevant below documents** with this form when you submit it. | |
| Named individuals on grants:   * A completed [Imperial's RTW Checklist](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/immigration-asylum-and-nationality-act-2006/Imperial-Right-to-Work-Checklist-Department-vs-1.docx) and scanned copies of RTW documents to confirm original documents seen; **or** * Scanned copies of RTW documents, if the originals have not yet been seen * a copy of the Grant Funding confirmation that names the individual * Job Description for the role | Named clinical individuals on grants:   * A completed [Imperial's RTW Checklist](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/immigration-asylum-and-nationality-act-2006/Imperial-Right-to-Work-Checklist-Department-vs-1.docx) and scanned copies of RTW documents to confirm original documents seen; **or** * Scanned copies of RTW documents, if the originals have not yet been seen * A recent NHS Payslip * Confirmation of GMC/NMC registration * a copy of the Grant Funding confirmation that names the individual |
| Short-duration contracts:   * A completed [Imperial's RTW Checklist](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/immigration-asylum-and-nationality-act-2006/Imperial-Right-to-Work-Checklist-Department-vs-1.docx) and scanned copies of RTW documents to confirm original documents seen; **or** * Scanned copies of RTW documents, if the originals have not yet been seen * CV * Scanned copies of essential qualifications/professional accreditation, annotated to confirm original documents seen * Job Description for the role * Written references (at least two) | Partial retirement:   * A completed [Imperial's RTW Checklist](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/immigration-asylum-and-nationality-act-2006/Imperial-Right-to-Work-Checklist-Department-vs-1.docx) and scanned copies of RTW documents to confirm original documents seen; **or** * Scanned copies of RTW documents, if the originals have not yet been seen * [Leavers’ form](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/leavingemployment/Leavers_Form.xlsx) * Partial retirement form * If the partial retiree is returning to a new role, a job description |

Please note: you need sign off for all the relevant below sections **before** sending this form to the Staff Hub

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| **Departmental/Divisional/School/Institute Authorisation Details** | | | |
| **Name:** |  | **Date:** |  |

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| **Finance Approval (Non P codes i.e. F, G, I, L, N codes)** | | | | |
| **Name:** |  | **Date:** | |  |
| **Research Service Approval (P code) / JRO (Faculty of Medicine only)** | | | | |
| **Name:** |  | **Date:** |  | |