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| ***Completed forms to be emailed directly to Human Resources (***[***HRforms@lshtm.ac.uk***](mailto:HRforms@lshtm.ac.uk)***) for authorisation.***  ***Please do not send this form to anyone except Human Resources.***  ***You may also choose to keep a copy for your own records.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **(must match passport)** | | | | | | | | | **Title** | | | **First Name** | | | | | | | | | | **Middle Name(s)** | | | | | | | | **Surname** | | | |
| **Employee Name** | | | | | | |  | | | | |  | | | | | | | | | |  | | | | | | | |  | | | |
| **Previous Name** | | | | | |  | | | | | | | | | | | | | | | **Known as** | | | | | |  | | | | | | |
| **Legal Sex** | **Choose from list** | | | | | | | | | | | | **Date of Birth** | | | | | | | Enter date | | | | | | | NI Number | | | | |  | |
| **Marital Status** | | |  | | | | | | | | | | | | |
|  | | **Street Address** | | | | | | | | | | | | | | | | | | | | | | | | | | | **Town** | | | | |
| **Home Address** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
| **City** | | | | | | | | **County** | | | | | | | | | | | **Country** | | | | | | | | | | **Post Code** | | | | |
|  | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | |  | | | | |
| **Home Telephone No.** | | | | | | | | | |  | | | | | | | **Mobile Telephone No.** | | | | | | | | | | | | | |  | | |
| **E-mail Address** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Have you previously worked for LSHTM? (Y/N)** | | | | | | | | | | | | | | | | | | | | Choose from list | | | | | | | |
| **If yes, when?** | | | **From:** | | | | | | | | **Enter date** | | | | | | | | | | | To: | | | | Enter date | | | | | | | |
| **Employee No (if known)** | | | | | | | | | | | |  | | | | | | | | | | | |
| **What was the Nature of work?** | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Emergency Contact Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name** | | | |  | | | | | | | | | | | | | | | | | | | **Relationship** | | | | | |  | | | | |
| **Telephone Number** | | | | | | |  | | | | | | | | **Email address** | | | | | | | | | |  | | | | | | | | |
| **Address** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Equality Data | | | | | | | | | | | | | | |
| ***LSHTM has a responsibility to our staff to effectively monitor the operation of the Equality & Diversity strategy. The information collected will be used for statistical purposes only. Information provided by employees on this form will be treated as confidential and will not be revealed to unauthorised sources.*** *If you are completing the form by hand, please see pages 2 and 3 of this form for the list of options to be used.* | | | | | | | | | | | | | | |
| **Ethnic origin** | Choose from list | | | | | | | | **Nationality** | |  | | | |
| **Religion / belief** | | | Choose from list | | | | | | |
| **Sexual orientation** | | | | | Choose from list | | | | | | |
|  | | | | | | | | | | | | | | |
| Disability | | | | | | | | | | | | | | |
| Do you have an impairment, health condition or learning difficulty? | | | | | | | | | | | | | | |
| Choose from list | | | | | | |
| **Type of disability** | | | | Choose from list | | | | | | | | | | |
| **Other disability (please state)** | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | |
| Right to Work | | | | | | | | | | | | | | |
| UK Immigration legislation, in particular the Immigration, Asylum and Nationality Act 2006, is designed to prevent illegal working in the UK. To prevent illegal working it is necessary for employers to carry out document checks on all prospective employees. These checks are required to ensure that employees demonstrate that they are eligible to work in the UK and apply to all potential employees and workers (including casual workers), regardless of nationality or eligibility type.  Before we can offer you work of any kind, you must provide documentary evidence that you are eligible to work in the UK and that the work we are offering you meets the terms of any visa or restriction you may have.  We must see original documents so that we can photocopy relevant pages as proof of eligibility. Therefore, you cannot start work until we have seen the required documents. If you are unable to provide documentation that establishes your right to work in the UK or your eligibility to work in a specific role, LSHTM reserves the right to withdraw any offer of casual work or terminate the arrangements.  Please answer the following questions:   |  |  |  | | --- | --- | --- | | **1. Do you currently live in the UK?** | | | |  | | | | a. |  | Yes | | b. |  | No | |  | | | | **2. Do you have permission to work in the UK?** | | | |  |  |  | | a. |  | Yes (Go to Q3) | | b. |  | No (Go to Q4) | | c. |  | Based overseas and will not be based in the UK for work purposes | |  | | | | **3. If you answered Yes to Q2, is this because:** | | | |  |  |  | | a. |  | You are a British or Irishpassport holder | | b. |  | You have Settled or Pre-settled status | | c. |  | You have a Global Talent, Skilled Worker or GAE visa | | d. |  | You have a Student visa\* | | e. |  | Other (e.g. you are the husband, wife or civil partner of someone who is eligible to live/work in the UK; or any other reason). | |  |  |  |  |  | | --- | | **3.1 If you have selected option e. (Other) please provided details below of the type of passport and/or visa you hold.** | |  |  |  | | --- | | 4. If you do not have permission to work in the UK, how do you anticipate obtaining permission to work? Please give details in the space below if applicable. | |  |   \*Note to students with a Student visa:  It is a condition of a Student visa that you may only work up to a maximum of 10/20 hours a week during term-time. This includes all paid or unpaid work, including casual work and overtime as well as any work provided under a contract of employment. This is a maximum weekly limit of hours and you are required to monitor this to ensure it is not exceeded. | | | | | | | | | | | | | | |
| Employee Declaration | | | | | | | | | | | | | | |
| ***I confirm that the information provided above is correct, and that I have supplied original documentation as specified in LSHTM’s Right to Work checks.*** | | | | | | | | | | | | | | |
|  | | *Signature* | | | | | | ***Name*** | | | | | *Date* | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee** |  |  | Enter date |

***If you are completing the form by hand, please refer to the tables below where applicable:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Legal Sex** | | | |
| 1 | Male | 2 | Female |

|  |  |  |  |
| --- | --- | --- | --- |
| **Ethnic Origin** | | **Religion / Belief** | |
| 100 | Asian - Bangladeshi or Bangladeshi British | 20 | No religion |
| 101 | Asian - Chinese or Chinese British | 21 | Buddhist |
| 103 | Asian - Indian or Indian British | 22 | Christian |
| 104 | Asian - Pakistani or Pakistani British | 29 | Hindu |
| 119 | Any other Asian background | 30 | Jewish |
| 120 | Black - African or African British | 31 | Muslim |
| 121 | Black - Caribbean or Caribbean British | 32 | Pagan |
| 139 | Any other Black background | 33 | Sikh |
| 140 | Mixed or multiple ethnic groups - White or White British and Asian or Asian British | 80 | Any other religion or belief |
| 141 | Mixed or multiple ethnic groups - White or White British and Black African or Black African British | 98 | Prefer not to say |
| 142 | Mixed or multiple ethnic groups - White or White British and Black Caribbean or Black Caribbean British |  |  |
| 159 | Any other Mixed or Multiple ethnic background |  |  |
| 160 | White - English, Scottish, Welsh, Northern Irish or British |  |  |
| 163 | White - Gypsy or Irish Traveller |  |  |
| 166 | White - Irish |  |  |
| 168 | White - Roma |  |  |
| 179 | Any other White background |  |  |
| 180 | Arab |  |  |
| 899 | Any other ethnic background |  |  |
| 997 | Not known |  |  |
| 998 | Prefer not to say |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sexual Orientation** | | | |
| 10 | Bisexual | 12 | Heterosexual or straight |
| 11 | Gay man | 19 | Other sexual orientation |
| 11 | Gay woman/lesbian | 98 | Prefer not to say |

|  |  |
| --- | --- |
| **Type of Disability** | |
| 51 | Learning difference such as dyslexia, dyspraxia or AD(H)D |
| 53 | Social/communication conditions such as a speech and language impairment or an autistic spectrum condition |
| 54 | Long-term illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy |
| 55 | Mental health condition, challenge or disorder, such as depression, schizophrenia or anxiety |
| 56 | Physical impairment (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying) |
| 57 | D/deaf or have a hearing impairment |
| 58 | Blind or have a visual impairment uncorrected by glasses |
| 59 | Development condition that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language |
| 95 | No known impairment, health condition or learning difference |
| 96 | An impairment, health condition or learning difference not listed above |
| 98 | Prefer not to say |