

AFFILIATE DETAILS FORM

The purpose of an affiliate is to have access to Oxford Brookes email account, Library and to use our facilities.

As a provider of education and related services and facilities the university may collect and store personal information which you submit to the university. The [privacy notice for affiliates](file:///C%3A%5CUsers%5Cp0073715%5CDownloads%5CAffiliate_GDPR_Privacy_Notice_revised_June2018.pdf) explain how we use the personal information we collect.

|  |  |  |
| --- | --- | --- |
| Title: | Surname: | First Name: |
| Known As: | Date of Birth: | NI Number or Passport Number:  |
| Previous Surname: |
| Address:Post code: | Email Address: | Contact Number: |

|  |  |
| --- | --- |
| **Start Date:**  | **End Date:** |
| **Directorate/Faculty:** | **Department:** |
| **Purpose of work:** | **Location** |
| **Line Manager:**  |  |

**BANK DETAILS – FOR PAID AFFILIATES ONLY**

**Not to be completed by unpaid affiliates**

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| --- |
| Bank Sorting Code:  |
| Type of Account: |  **Current 🞏** | **Deposit 🞏** |  |
| Account No: |
| Account Name: |
| Bank/Building Society: |
| Branch Address: |
| Passbook No: |

**If your affiliate is to be paid please provide the relevant finance codes**

|  |  |  |  |
| --- | --- | --- | --- |
| Financial Code: | Cost Centre(s) | Account Code | Activity Code |
|  |  |  |

Please place an ‘x’ in the box for the kind of affiliate you require.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 232709 | Temping Agency Staff |  | 232720 | Specialist Lecturer (paid) |
|  | 232710 | Emeritus Professor (unpaid) |  | 234155 | Visiting Lecturer |
|  | 232711 | Visiting Fellow (unpaid) |  | 232721 | Associated Colleague (SU and Catering) |
|  | 232712 | Visiting Academic (unpaid) |  | 232722 | Honorary Research Associate (unpaid) |
|  | 232713 | Visiting Researcher (unpaid) |  | 232723 | Work Placement Student (unpaid) |
|  | 232714 | Consultant (paid) |  | 232724 | External Examiner (paid) |
|  | 232715 | Consultant (unpaid) |  | 232725 | Brookes bus driver (unpaid) |
|  | 232716 | Extension for email access **only** |  | 234154 | Visiting Student (unpaid) |
|  | 232717 | Visiting Professor (unpaid) |  | 232726 | Visiting Staff (non-academic) |
|  | 232718 | Contractor (unpaid) |  | 233969 | Contractor (paid) |
|  | 232719 | Honorary Lecturer (unpaid) |  | 233970 | Partnership College (unpaid) |
|  | 232729 | Other (unpaid) |  | 233971 | Other (Paid) |

**Is Affiliate member of EEA (*European Economic Area*) YES/NO**

**If NO please detail current visa status:**

|  |  |  |
| --- | --- | --- |
| British Citizen | EEA Only | Tier 4 – 10 hours Restricted  |
| Biometric Residence Permit | Tier 1 – General | Tier 4 – 20 hours Restricted |
| Tier 2 visa – Unrestricted | Tier 1 – Graduate Entrepreneur | Tier 5 – Temp Worker (Government)  |
| Tier 2 visa – Restricted | Tier 1 – Investor | Tier 5 – Temp Worker (International Agr)  |
| Tier 5 visa | Tier 2 – General | Tier 5 – Temp Worker (Religious)  |
| Dependant visa | Tier 2 – Priority Service | Tier 5 – Temp Worker (Youth)  |
| Tier 1 – Entrepreneur | Tier 5 – Temp Worker (Creative) | UK Ancestry Visa |
| Tier 1 – Exceptional Talent | Tier 5 – Temp Worker (Charity)  |  |

***NB:*** *Certain types of visa do not allow unpaid work to be carried out. It is illegal to knowingly allow someone to carry out unpaid duties if they are not eligible to do so. HR are unable to process such requests.*

January 2020