<DATE>

Personal

<NAME>

<ADDRESS>

Dear <FIRST NAME>

**Offer of casual engagement for the University of York (the "University")**

I am writing to offer you a casual engagement on the terms and conditions set out in this letter and in accordance with the Statement of Casual Engagement available at <https://www.york.ac.uk/admin/hr/temporary-workers/using-casual-workers/casual-staff/statement-of-engagement.docx>.

This casual engagement does not constitute or imply any contract of employment between yourself and the University. There will be no relationship between you and the University after the end of this engagement.

You are engaged to undertake <BRIEF DESCRIPTION OF WORK>/ the role of Graduate Teaching Assistant. (For further details of the role please see details provided in the attached.)

This engagement starts on <DAY DATE> in the Department of <DEPARTMENT> for the period until <DATE>. Please report to <DETAILS> at <TIME> and ask for <SUPERVISOR’S NAME>. If you have any queries please do not hesitate to call me on <TELEPHONE>.

You will be paid £XX per hour (paid monthly, in arrears) for those hours you work. The University will make all necessary deductions from payments made to you as required by law, including pension contributions. The University is entitled to deduct from your pay, and any other payments due to you, any money that you may owe to the University from time to time.

A timesheets to submit hours worked can be found at <https://www.york.ac.uk/admin/hr/browse/forms/temporary-workers>. Any payment due under this agreement is subject to you submitting timesheets detailing the hours worked. Please ensure that any timesheets are authorised or signed appropriately and submitted within one month of the work being carried out. Payment will be made by direct credit transfer (BACS) to a UK bank account designated by you on the last working day of the month. (The pay date may differ in December).

The University reserves the right to end an assignment at any time. If this happens, you will be paid for the hours you have worked until the assignment is ended.

You must disclose any previous criminal convictions that you may have and which are not spent within the meaning of Section 1 of the Rehabilitation of Offenders Act 1974. Failure to disclose any convictions may lead to the immediate termination of your engagement.

If during the course of your engagement, you commit a criminal offence, are bound over, cautioned or subject to criminal proceedings which might lead to a criminal conviction, binding over or caution you are required to inform the Department at the earliest opportunity.

This letter and the “Statement of Casual Engagement” available at <https://www.york.ac.uk/admin/hr/temporary-workers/using-casual-workers/casual-staff/statement-of-engagement.docx> outline the terms of your casual engagement with the University. Please ensure that you read and understand the terms as set out in the Statement of Casual Engagement and this letter.

You do not have to accept any work offered by the University at any time.

Having accepted an offer of work, you must inform the University immediately, by contacting <enter details>, by telephone or email, if you will be unable to complete the assignment for any reason.

This offer is conditional on providing evidence of your right to work in the UK.

In accordance with the Asylum, Immigration and Nationality Act 2006, the University requires you to provide documents showing that you are legally entitled to live and work in the United Kingdom **before you start work at the University**. In accepting the terms and conditions of this offer, you are required to bring **original documentation** to Human Resources/the Careers Department. Usually this will be a passport, and if required a visa. Further details are available at <https://www.york.ac.uk/admin/hr/temporary-workers/right-to-work/check-casual-worker/>.

If you are a student you are not permitted to undertake more than 20 hours work per week in term time. If you are a non-UK/EEA student you must observe any visa-related restrictions that detail the work you may undertake. This is a University requirement for all students (see Regulations 2.3[f] and 6.2[f] and <https://www.york.ac.uk/students/studying/tier4/>).

Please confirm to <SUPERVISOR’S NAME> your acceptance of this engagement.

Yours sincerely,

NAME

JOB TITLE