

# External Person Hire Form

## For Hire of External Persons only

This form is to be used to set up External Managers on SAP for ESS/MSS approval and to hire Agency Staff /External Contractors

Start Date	D	D	M	M	Y	Y	Y	Y
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### 1. Personal Information

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>	Prof. <input type="checkbox"/>						
Surname					First Name						
Known as					Initials						
Phone No					Mobile Phone No						
Work Email address (Mandatory)											
Ariba Requisitioner					Ariba Approver						
Former Name (Optional)					Nationality (Optional)						
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth	D	D	M	M	Y	Y	Y	Y
Civil Status	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Civil Partnership <input type="checkbox"/>	Widowed <input type="checkbox"/>	Divorced <input type="checkbox"/>	Separated <input type="checkbox"/>	Co-Habiting <input type="checkbox"/>				
PPS Number											

### 2. Declaration

I declare that the above information is accurate and correct on the date below. I undertake to notify the HSE of any changes to this information by completing and submitting the appropriate form.

Signature	Date	D	D	M	M	Y	Y	Y	Y
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### Section 3 - 4 should be completed by Hiring Manager/Delegated Officer

### 3. Appointment Details – Please select reason for Appointment

Employee Group: 5 - External	Employee Sub Group: 61 - External Contractor 62 - Manager Self Service 63 - Agency Staff
Payroll Area: 99 (Non Payroll Relevant)	Contract: External
Position Number	Position Name
Personnel Area	Org Unit No.

### 4. Hiring Manager/Delegated Officer Declaration

I declare that the above information is accurate and correct. I confirm that the above person commenced employment on the date stated above and approve set up as an External Person.

Signature	Date	D	D	M	M	Y	Y	Y	Y
Name (Print)	Grade								
Contact Tel No	Decision Number (if applicable)								
E-Mail Address									