**Hire Rehire Form**

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| --- |
| **Employee must complete all Sections**  **Note Failure to complete Form may result in non payment** |

1. **Employment History – To be completed by Employee**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Are you now or were you previously employed by the University of Limerick** | | | | **Yes** | |  | | **No** | |  | |
| **If Yes, please provide current/previous Personnel Number** |  |  |  | |  | |  | |  | |  |
| **If you previously had an @ul.ie email address, would you like to reuse this account again in your new role.**  **If so, please provide previous @ul.ie email address.** | Yes |  |  | | No | |  | |  | |  |

1. **Personal Details – To be completed by Employee**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Forename:** |  | | | | | | | | | | | | **Middle Name:** | | |  | | | | | | | | | | | | | | | | | | | |
| **Surname:** |  | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | |
| **Known As:** |  | | | | | | | | | | | | **PPS Number:** | | |  | | |  | |  | | | |  |  | |  | | |  | |  | |  |
| **Title:** |  | | | | | | | | | | | | **PRSI Class if Known:** | | | | |  | | | | | | | | | | | | | | | | | |
| **Qualifications:** |  | | | | | | | | | | | | **Phone Number:** | | |  | | | | | | | | | | | | | | | | | | | |
| **Nationality:** |  | | | | | | | | | | | | **Gender:** | | |  | | | | | | | | | | | | | | | | | | | |
| **Date of Birth:** | D | | D | | M | M | Y | | Y | | Y | Y | **Start date:** | | D | | D | | | M | | | | M | | | Y | | Y | | | Y | | Y | |
| **Marital Status:** | **Single** | | | | | | |  | | | | | **Married** |  | | | | | | | | **Other** | | | | | | | |  | | | | | |
| **If Other Please specify.** | | | |  | | | | | | | | | | **Number of Dependants:** | | | | | | | | | | | | | | | |  | | | | | |
| **Spouse Information:** | | | | **Forename:** | | | | | |  | | | | **Surname:** | | | | | | | | |  | | | | | | | | | | | | |
| **Maiden Name:** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

1. **Contact Details – To be completed by the Employee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Home Address:** |  | | |
|  | | |
|  | | |
| **Telephone Number:** |  | **Mobile Number:** |  |
| **Personal email address:** |  |  |  |

1. **Emergency Contact / Next of Kin Details – To be completed by Employee**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Forename:** |  | | | **Surname:** | |  |
| **Address:** |  | | | | | |
|  | | | | | |
|  | | | | | |
| **Relationship to Employee (Optional):** | | |  | | | |
| **Telephone Number:** | |  | | **Mobile Number:** |  | |

1. **Bank Details – To be completed by Employee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Name** |  | **Bank Address** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Sort Code** |  |  | **--** |  |  | **--** |  |  | **Bank A/C Number** |  |  |  |  |  |  |  |  |
| **BIC No** |  | | | | | | | | | | | | | | | | |
| **IBAN** |  | | | | | | | | | | | | | | | | |

**Hire Rehire Form**

**Declaration – I confirm that the above information is accurate and correct on the date indicated below. I undertake to notify the HR Division of any changes to this information by completing the appropriate form.**

**Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_**

***Note:***

***1.*** *Original Qualification Certificates must be sent to HR Division for verification.*

***2.*** *Since June 2023, HEPSS (Higher Education Payroll Shared Services centre) process UL’s payroll. HEPSS is an initiative of the Department of Education to consolidate the payroll function of HEI’s across multiple sites into a shared services environment. Your bank details and other personal data will be shared with HEPSS so that they can process payroll for you. HEPSS staff are subject to strict confidentiality obligations in relation to UL staff data.*

***3.*** *Gender and Nationality data are collected to support various internal and external reporting requirements. These fields can be reviewed/updated at any stage by contacting the C&B office.*