



Clárann UCD | UCD Registry

Before you can begin working as an invigilator, you will first need to register for an account with Unijobs. This is necessary to ensure you are set up on the payroll system.

To get started:

1. **Visit the Unijobs [registration page](#)**

2. **Complete the registration form**

You will be asked to provide your:

- Full name and home address
- Contact information (email and phone number)
- Eligibility to work in Ireland
- Emergency contact details
- Identification Information
- Criminal Record & Security Check

The 'Profession' and 'Salary' fields are optional and do not need to be completed.

Make sure all the information you enter is accurate. Click the **"Submit"** button.

Unijobs Registration Form

Your Personal Details

Full Name <input type="text"/>	Previous Name/s <input type="text"/> <small>Complete if applicable</small>
Your Address <input type="text"/>	
Email Address <input type="text"/>	Home telephone No. <input type="text"/>
Mobile Telephone Number <input type="text"/>	Work Telephone Number <input type="text"/> <small>Discretion Assured.</small>
Profession <input type="text"/>	Current Salary <input type="text"/>



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Before you can begin working as an invigilator, you must also complete a **Terms of Assignment** form.

To complete the form, visit: [Unijobs Terms of Assignment](#)

By completing this form, you confirm your acceptance of the assignment and enter into an agreement that includes your contract of employment. The form outlines the full terms and conditions under which you will provide your services to UCD/Unijobs for the duration of the assignment.

Unijobs Terms of Assignment 1 week

Terms of Assignment of Agency Workers

First Name

Last Name

Email Address

Address

This **Agreement** is made between: ...

Unijobs Limited having its principal place of business at 9th Floor Riverpoint, Lower Mallow Street, Limerick (the "**Employment Business**"); and

Agency Worker:

(the "**Agency Worker**" or "**you**") (the "**Parties**" and each a "**Party**").

1. Definitions

In this Agreement the following definitions apply:

1.1 "Assignment" - means the period during which the Agency Worker is assigned to perform services for or carry out work for the Client commencing at the time the Agency Worker first reports to a Client to take up duties (or, if earlier, the commencement by the Agency Worker of such work or services) and ending upon the cessation by the Agency Worker of all such work and services, subject to the termination provisions at Clause 14 herein

1.2 "Assignment Confirmation Email" - means the letter or email that is provided at the commencement of each individual assignment.

1.3 "Client" - means the company, organisation or person notified as such to the Agency Worker.



Entering Your Bank Details

To ensure you are paid correctly and on time, you must submit your bank account information using the Unijobs Bank Details Form. This form collects the necessary details to process your payments securely.

To submit your information, visit: [Unijobs Bank Details Form](#)

Please ensure the information you provide is accurate and up to date. Payments cannot be made until this form has been completed.

Unijobs Bank Details Form

Please make sure you have completed and submitted the form below prior to starting any assignment with Unijobs.

Your Name

Your name as it appears on your bank account.

Type of Bank Account

(e.g. current/deposit)

Full Name of Bank

Full Name of Branch

Full Bank/Building Society Address

Bank Sort Code

Bank Account Number

IBAN Number

BIC Number

Your PPS Number

Your Date of Birth

dd/mm/yyyy

Failure to provide a valid PPS Number will void any and all conditions between the employment business and the temporary worker and any outstanding payments will only be made subject to the receipt of a valid PPS number.

Timesheets must be completed in full and approved by an authorised signature of the client organisation.

Completed timesheets must be submitted by 17:00 on the Monday of Week 1 of every pay cycle to be processed for payment direct into the temporary workers bank account on the Friday.

Your Full Name

Your Email Address

Your Address

☐ I hereby confirm that all future payments made to me from Unijobs DAC should be sent direct to the above Account, the details of which are correct. I will notify Unijobs DAC immediately if any of the above details should change whilst my employment continues.