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 <u>registration page</u>

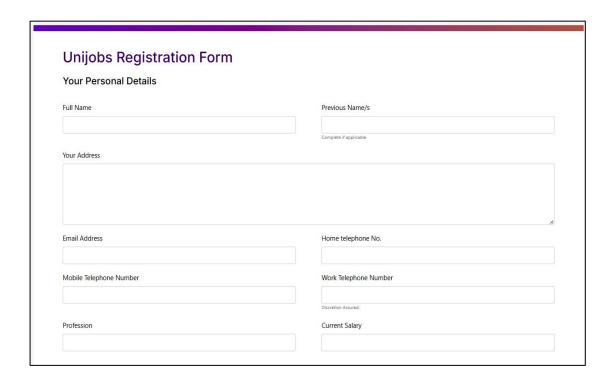
## 2. Complete the registration form

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
- o 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.



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.

| Terms of Assignment of Agency Workers  |  |
|--|--|
|  |  |
| First Name   | Last Name  |
|  |  |
| Email Address  |  |
| Address  |  |
|  |  |
|  |  |
|  |  |
| This Agreement is made between:  |  |
|  |  |
| Part of the second seco | ath.   |
| Part of the second seco | ess at 9 <sup>th</sup> Floor Riverpoint, Lower Mallow Street, Limerick (the "Employment Business"); and  |
| Unijobs Limited having its principal place of busine   | ess at 9 <sup>th</sup> Floor Riverpoint, Lower Mallow Street, Limerick (the " <b>Employment Business</b> "); and   |
| Unijobs Limited having its principal place of busine   | ess at 9 <sup>th</sup> Floor Riverpoint, Lower Mallow Street, Limerick (the " <b>Employment Business</b> "); and   |
| Unijobs Limited having its principal place of busine  Agency Worker:   |  |
| Unijobs Limited having its principal place of busine  Agency Worker:   |  |
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| Unijobs Limited having its principal place of busine  Agency Worker:  (the "Agency Worker" or "you") (the "Parties" and e  1. Definitions  In this Agreement the following definitions apply:  1.1 "Assignment" - means the period during which  | each a "Party").  The Agency Worker is assigned to perform services for or carry out work for the Client commencing at the time the Agency   |
| Unijobs Limited having its principal place of busine  Agency Worker:  (the "Agency Worker" or "you") (the "Parties" and of  1. Definitions  In this Agreement the following definitions apply:  1.1 "Assignment" - means the period during which   | each a "Party").  the Agency Worker is assigned to perform services for or carry out work for the Client commencing at the time the Agency if earlier, the commencement by the Agency Worker of such work or services) and ending upon the cessation by the Agency |
| Unijobs Limited having its principal place of busine  Agency Worker:  (the "Agency Worker" or "you") (the "Parties" and e  1. Definitions  In this Agreement the following definitions apply:  1.1 "Assignment" - means the period during which Worker first reports to a Client to take up duties (or,  | each a "Party").  the Agency Worker is assigned to perform services for or carry out work for the Client commencing at the time the Agency if earlier, the commencement by the Agency Worker of such work or services) and ending upon the cessation by the Agency |

## **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: <u>Unijobs Bank Details Form</u>

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

