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# **Overseas Worker Questionnaire**

## This questionnaire allows the University to gather relevant information about individuals engaged in international working arrangements. This information will enable the University to undertake an initial assessment of potential tax and social security risks associated with international working, and to fulfil its employer compliance obligations where these are found to exist.

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| **1. About the individual** | | |
| 1 | Name |  |
| 2 | Email address |  |
| 3 | Town/City and Country of Birth |  |
| 4 | Nationality (inc. dual nationalities held) |  |
| 5 | Country of Permanent Residence |  |
| 6 | Full current address |  |
| 7 | Telephone number |  |
| 8 | Have you spent 183 days or more in the UK during the last 365 days? (work and leisure time) |  |
| 9 | Start date of current employment |  |
| 10 | Will you be accompanied by family members? |  |
| 11 | Marital status (impacts tax) |  |
| 12 | No. of dependents under 18 (impacts tax) |  |

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| **2. About the overseas working arrangements** | | | | | | | | | |
| 13 | Country(s) where the work is taking place/visited and approximate % of time in each location over the duration of the arrangement. Only name countries where you spend more than 5% of your time. If less than 5% please account for them under other countries eg. 1 week conference in Mexico, 3 days in Brazil. | | | | | | | | |
| Host Country |  |  | % | | United Kingdom | |  | % |
| Add. Country |  |  | % | | Other Countries | |  | % |
| 14 | Name of institution in each location | | | |  | | | | |
| 15 | Have you been a resident of any of the countries listed above? (If yes, please add dates to/from) | | | |  | | | | |
| 16 | Have you been a resident of any other country? (If yes, please add dates to/from) | | | |  | | | | |
| 17 | Expected start and end date of this overseas working arrangement | | | | | | | | |
| Start Date |  | | | | End Date |  | | |
| 18 | Nature of international work, e.g. Teaching / Research / Administration / Other | | | | |  | | | |
| 19 | Full overseas address where the work will be carried out (if homeworking, please provide full address) | | | | |  | | | |
| 20 | Work arranged by: University of Bristol / Individual / Other (provide name) | | | | |  | | | |
| 21 | Who is funding the work/research leave? | | | | |  | | | |
| 22 | Which entity is paying your salary? (e.g. UoB, host institute, etc.) | | | | |  | | | |
| 23 | Details of visa held in host country (or for which you will apply) or reason for exemption to visa requirements, if applicable | | | | |  | | | |
| 24 | Previous periods working abroad in the last 5 years (name of country, institution, and start and end dates) | | | | |  | | | |
| 25 | Description of your usual working pattern in the past 12 months and/or next 12 months if available | | | | |  | | | |
| 26 | Do you have an additional home in the country you are visiting? | | | | |  | | | |
| 27 | In which country does your immediate family live? | | | | |  | | | |
| 28 | Does the [University insurance](http://www.bristol.ac.uk/secretary/insurance/travel-insurance/) cover the arrangement? If not, you should arrange travel and healthcare insurance. | | | | |  | | | |
| 29 | Have you undertaken a [risk assessment](http://www.bristol.ac.uk/safety/media/gn/working-offsite-gn.pdf) for this arrangement? Date of last risk assessment? | | | | |  | | | |
| 30 | Have you arranged or will you be arranging: healthcare insurance / applying for [S1 form](https://contactcentreservices.nhsbsa.nhs.uk/selfnhsukokb/AskUs_EHIC/en-gb/6696/application-forms-and-evidence/16477/s1-form-what-is-this-and-how-do-i-obtain-one) / or relying on state healthcare provision | | | | |  | | | |
| 31 | Do you intend to return to the UK or move to the UK after overseas working ends? | | | | |  | | | |

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| **3. Previous employers and work locations *(if answer to Q8 is less than 1 year)*** | | |
| 32 | Name of previous employer(s) |  |
| 33 | Location(s) of work |  |
| 34 | Role / nature of duties |  |
| 35 | Start and end dates of overseas arrangement |  |

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| **4. Any other information** |
| *Please provide any other details of relevance* |

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| **5. Data Processing Statement** |
| The University has a statutory requirement to inform HMRC of all employees working abroad. Personal data is processed in order to determine which country / state’s tax and social security legislation will apply.  The University routinely consult third party specialists for expert advice and overseas services in order to ensure both the University and it’s staff are compliant with international law.  This information is processed in accordance with the General Data Protection Regulations 2018, the Data Protection Act 2018 and the University of Bristol’s [staff fair processing notice](http://www.bristol.ac.uk/secretary/data-protection/policy/staff-processing-notice/). The information is used to determine legal, contractual, and administrative factors relating to overseas or multi-state working. |