This form is to be completed in full or the People Team will be unable to progress the appointment. **Guidance is attached.**

**IMPORTANT INFORMATION - Right to Work in the UK Check**

A right to work must be completed **before** the external examiner/external peer undertakes any work. The People Team will carry out the right to work in the UK check and requests for right to work checks should be sent to [humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal Details of External Examiner/External Peer – For completion by the External Examiner/External Peer | | | | | | | | | | | | | | | | |
| Title: | |  | | | | | | Surname: |  | | | | | | | |
| Forenames: | |  | | | | | | Preferred Name: |  | | | | | | | |
| UK National Insurance Number: | |  | | | | | | Date of Birth: |  | | | | | | | |
| Sex: | |  | | | | | | Nationality: |  | | | | | | | |
| Home Address & Postcode: | |  | | | | | | Home Telephone Number: |  | | | | | | | |
| Mobile Number: |  | | | | | | | |
| Email Address (Please complete carefully, as your e-payslip will be sent to this address. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Bank Details | | | | | | | | | | | | | | | | |
| Sort Code: | |  |  |  |  |  |  | Account Number: |  |  |  |  |  |  |  |  |
| Account Holder Name:  (as shown on bank card): | |  | | | | | | | | | | | | | | |
| Tax Form Declaration (This must be completed if a P45 is not attached) | | | | | | | | | | | | | | | | |
| Read all the following statements carefully and enter ‘X’ in the one box that applies to you. | | | | | | | | | | | | | | | | |
|  | This is my first job since last 6 April and I have not been receiving taxable Jobseeker’s Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.  This is now my only job, but since 6 April I have had another job or received taxable Jobseeker’s Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.  As well as my new job, I have another job or receive a State or Occupational Pension. | | | | | | | | | | | | | | | |
| **Student Loans (Advanced in the UK)**  If you left a course of UK Higher Education before last 6 April and received your first UK Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan, enter ‘X’ in the box. *(Do not enter ‘X’ in the box if you are repaying your loan by direct debit through your bank).* | | | | | | | | | | | | | | | | |
| **Veterans**  Is this employment within 12 months of you leaving the UK regular armed forces?  If Yes- Please select the box and advise the below date: | | | | | | | | | | | | | | | | |
| **Date first Civilian employment started after leaving the forces:** Click or tap to enter a date.  (Which may not be the start date of this contract) | | | | | | | | | | | | | | | | |
| Declaration | | | | | | | | | | | | | | | | |
| I confirm that the above information is correct. (Please sign in the box and insert the date).  Date: | | | | | | | | | | | | | | | | |
| For details on how your information is processed, please view the Staff Privacy Notice  <https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx> | | | | | | | | | | | | | | | | |

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| Diversity Data – For completion by the External Examiner | | | | | |
| As part of our legal duties (Equality Act 2010 and Public Sector Equality Duty), we are required to collect data and monitor the diversity of our workforce. All diversity information provided below will be kept confidential and used anonymously for monitoring purposes only.  Edinburgh Napier University is enriched by the diversity of perspectives, cultures and backgrounds brought by all within our global community. We are committed to a positive environment where diversity and inclusiveness is celebrated and everyone is treated fairly regardless of sex, sexual orientation, gender reassignment, disability, age, ethnic origin, religion, or belief, marital or civil partnership status or whether pregnant or on maternity leave. We commit ourselves to providing a learning, working and social environment that is free from discrimination, prejudice, intimidation, stigmatisation and all forms of harassment and bullying. | | | | | |
| **Does your gender identity match or differ from sex as registered at birth**?  Gender identity matches sex as registered at birth  Gender identity differs from sex as registered at birth  Prefer not to say | | | | | |
| **What is your religion**?  Agnostic  Buddhist  Christian – Protestant  Christian – Roman Catholic  Christian – Other | | | Hindu  Jewish  Muslim  Sikh  Other  No Belief | | |
| **What is your ethnicity**?  British  White British  White Irish  White Scottish  White English  White Welsh  Any other White Background | | Africa  Caribbean  Any other Black Background  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian Background | | | White and Black Caribbean  White and Black African  White and Asian  White and Chinese  Any other Mixed Background  Any other Ethnic Background  Gypsy Traveller  Non national  Not stated |  |
| **Do you consider yourself to have a disability?**  Yes – disabled  Not disabled Prefer not to say  Not known  We use the Equality Act 2010 definition, which is*“physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities”.*  If yes, is it one of the following: | | | | |  |
| Dyslexia  Mental health difficulties  (please specify below).  Personal Care Support  Disability not listed  (please specify below). | Hearing Impairment  Hidden disability such as  epilepsy or diabetes  (please specify below)  Multiple disabilities  (please specify) | | | Wheelchair user/mobility difficulties  Learning difficulties (please specify)  Blind/partially sighted/visually  impaired | |
| Additional information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

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| --- | --- | --- | --- |
| Details of Engagement – To be completed by Host Manager | | | |
| Start Date: |  | Job Title: | Choose an item. |
| School/Department: |  | Expected end of engagement: |  |
| Subject Group: |  | Is this the only/final payment? If yes, the person will be made a leaver. | Yes  No |
| Campus: |  | Cost Centre: |  |
| Host Manager’s name: |  | Host Manager’s contact details (e-mail and tel. no): |  |
| Right to work in the UK | | | |
| Prior to any work being completed, a Right to Work in the UK check must have been carried out by the People Team at Edinburgh Napier University. | | | |
| Resources | | | |
| By default, External Examiners and External Peers will receive Limited Access. | | | |
| Sign Off | | | |
| Line Managers Signature: |  | | |
| Quality & Accreditation Manager Signature: |  | | |
| Date of Signing |  | | |
| ***By signing this form, you are confirming that a right to work check will be carried out in advance of the external examiner undertaking any work in order to comply with UKVI legislation and that it is appropriate that the external examiner is engaged in activity.*** | | | |

**Guidance for Host Managers**

It is the responsibility of the School/Service area to ensure that all details have been accurately recorded as per the HMRC guidance below. **The Host Line Manager\* is the person who will engage with the external examiner/external peer on behalf of the University**. The Host Line Manager must get the consent of the budget holder BEFORE engaging the external examiner. The signed and completed form should be returned to the People Team

**Right to Work Checks**

A right to work must be carried out **before** the external examiner/external peer undertakes any work. The People Team carry out the right to work checks and requests for right to work checks should be sent to [humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk).

**UK Visas & Immigration Regulations**

Workers must only complete work which is permitted on their visa route.

**Hours of Work**

Please note that the Host Manager is responsible for ensuring that the external examiner/external peer complies with the Working Time Directive. <http://www.direct.gov.uk/en/Employment/Employees/WorkingHoursAndTimeOff/DG_10029426>

The Host Manager must ensure that the external examiner/external peer does not work more than 48 hours per week (on average), especially where they work in more than one department. They must further ensure the worker is given and takes all necessary breaks, if an external examiner/external peer works over 6 hours they need to take a minimum of a 20-minute break (all breaks are unpaid).

**Guidance for External Examiners/External Peers**

**HMRC Guidance**

Providing your employer with accurate details about yourself helps make sure that you are paying the correct amount of Tax and National Insurance contributions. It also helps to protect your entitlement to certain State Benefits and State Pension.

* Key personal details that your employer needs to have recorded accurately are:
* Name – full and official forename(s) and surname *i.e. full forename(s) not initials*
* Date of birth *- giving a wrong date of birth may affect your entitlement to state benefits*
* UK National Insurance number (NINO) – *this will begin with two letters, followed by six numbers and will end with a letter either A, B, C or D. If you don’t know this you may find it on documents we have sent you e.g. Tax Credit Award notices, or from Department of Work and Pensions (DWP). It may also be on a payslip you have received or the following link will help you trace your NI number using form CA5403* [*http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=WCHblKPNSXc&formId=3643*](http://search2.hmrc.gov.uk/kb5/hmrc/forms/view.page?record=WCHblKPNSXc&formId=3643)
* Verification:

To ensure the details you provide are accurate, we need to verify the information from an official source such as:

* HMRC and /or Department for Work and Pensions (DWP) documentation
* passport documentation
* birth certificate
* full driving licence (photo version)

**UK Visa & Immigration Regulations**

You will be required to undertake a right to work check with the university **before** starting work. Requests for right to work checks should be sent to [humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk).

You must only complete work which is permitted on your visa route.

**Diversity Data**

Edinburgh Napier University is committed to promoting equality of opportunity. The primary aim of our Equality and Diversity Statement (which can be found at [www.napier.ac.uk/diversity](http://www.napier.ac.uk/diversity) ) is to ensure that all applicants and workers are treated equitably and are not discriminated against on grounds of gender, marital status, race, religion or belief, colour, ethnic origin, nationality, sexual orientation, age or disability. In order for us to monitor the effectiveness of this policy we need information from you that will be held on a computerised database covered by the provisions of the Data Protection Act.

The information on this form will be sent to Human Resources, who will collate all the information provided and report on, for instance, how many women applied for employment to the University. Over time, if the statistics show that the University’s staff profile is at variance from the community it serves, measures may be put in place to address the imbalance. Your data will be processed in line with the [Processing of Staff Personal Data](https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx)