



**Declaration of Eligibility to work in the United Kingdom**

**EXTERNAL EXAMINER APPOINTMENTS**

*UK Immigration legislation, in particular the Immigration, Asylum and Nationality Act 2006, is designed to prevent illegal working in the UK. To prevent illegal working it is necessary that employers carry out document checks on all prospective workers, regardless of the type or duration of the work to be carried out. These checks are required to ensure that you can demonstrate that you are eligible to work in the UK and apply to all potential employees and workers (including casual workers), regardless of nationality or eligibility type.*

*Before we can offer you (and pay for) work of any kind, you must provide documentary evidence that you are eligible to work in the UK and that the work we are offering you meets the terms of any visa or restriction you may have, even if another UK employer has already verified your eligibility.*

*We must see **original documents** so that we can photocopy relevant pages as proof of eligibility. Therefore you cannot start or undertake the work until we have seen the required documents, nor can we process any payment for work undertaken. If you are unable to provide documentation that establishes your right to work in the UK or your eligibility to work in a specific role, the University reserve the right to withdraw any offer of work or terminate the arrangements. The documents we need to see are listed at the end of this form.*

Please answer the following questions:

**NAME.....DEPT.....**

1. Are you being engaged as an external examiner at HWU?
  - a.  Yes
  - b.  No (Please complete: [Declaration of Eligibility - Casual Workers](#))
  
2. Have you been engaged as an external examiner at HWU before?
  - a.  Yes on the following dates (month and year will suffice):  
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  - b.  No
  
3. Do you currently live in the UK?
  - a.  Yes
  - b.  No
  
4. Do you have permission to work in the UK?
  - a.  Yes (Go to Q5)
  - b.  No (Go to Q6)
  
5. If you answered Yes to Q4 is this because:
  - a.  You are a **British Citizen**
  - b.  You are an **European Economic Area (EEA) National**<sup>1</sup> and you are able to work in the UK without requiring a permit OR your passport clearly states you are eligible to work in the UK **PTO:**
  - c.  You have a **Tier 1, 2, or 5 Visa**
  - d.  You are a **student with a Tier 4 Visa**<sup>2</sup>

<sup>1</sup>Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom. Iceland, Liechtenstein Norway and Switzerland are not members of the European Union (EU) but citizens of these countries have the same rights to enter, live in and work in the United Kingdom as EU citizens. **Croatian nationals** may need to apply for permission from the Home Office before they can work in the UK.

- e.  **Other** (e.g. you are the husband, wife or civil partner of someone who is eligible to live/work in the UK; or any other reason).

Please give details below of the type of passport and/or visa you hold. You do not need to answer Q6.

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- 6. If you cannot demonstrate eligibility to work in the UK by one of the above routes, you may be able to carry out external examiner duties through the Permitted Paid Engagement Visa –see <https://www.gov.uk/permitted-paid-engagement-visa> for details on how to apply. Some nationalities will not need to apply for this visa, but we will need to see evidence of this (a print out of the relevant pages of the web-site) when you present your passport.

If we are unable to obtain the necessary permission for you to carry out external examiner duties in the UK we may be unable to offer this work to you on this occasion.

Thank you.

**Please now sign and date the declaration below:**

I confirm that this information is accurate to the best of my knowledge.

**Signed:**.....**Date**.....

**Please return this completed form with the accompanying Recommendation for the Appointment of External Examiners Form to your HWU contact. You will be asked to provide original documents as evidence of your eligibility to work in the UK which must be verified by an HWU employee not later than the first occasion you attend the campus or undertake the work.**

The evidence you need to provide must be in one of the following formats:

- a UK or other European Economic Area country passport, national identity card or residence permit
- a document issued by the Home Office confirming that the holder has no time limit on their stay in the UK
- an Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment
- A passport endorsed to show the holder is able to stay and has permission to work in the UK
- A letter issued by the Home Office confirming that the holder is permitted to take employment in the UK
- A biometric card confirming your employment status together with your passport

If you do not have a passport you will need to provide:

- an official document confirming your National Insurance (NI) number and name, such as a P45, P60 or National Insurance card, **along with either a full birth certificate, a letter issued by the Home Office, or an Immigration Status Document.**

<sup>2</sup> It is highly unlikely that you will be sufficiently qualified to act as an External Examiner and therefore unlikely that we will be able to offer you paid engagement to carry out these duties.