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| **EXTERNAL EXAMINER NEW STARTER FORM** | | | | | | | | |
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| **Part 1 – Personal Details** | | | | | | | | |
| Title |  | Forename(s) |  | | | Surname | |  |
| Date of Birth | |  | | National Insurance Number | | | |  |
| Home Address  (inc. postcode) | |  | | | Contact Address  (inc. postcode) if different from home address | |  | |
| Email address | |  | | | Nationality | |  | |

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| **Part 2 – Equal Opportunities Data** | | | | |
| The University is an equal opportunities employer and monitors its processes to ensure that they promote opportunities for all. Please help us do this by completing the following section. All data is held in confidence and complies with General Data Protection Regulations. | | | | |
| * **Disability** | | | | |
| Do you have a disability as defined by the Equality Act 2010? | | | Pick. | |
| If you have answered yes to the question above, please provide more details | | | Pick. | |
| * **Ethnic Origin** | | | | |
| Please select from the following options: | Pick. | | | |
| * **Religion** | | | | |
| Please select from the following options: | Pick. | | | |
| * **Gender** | | | | |
| Please select from the following options: | Pick. | Gender same as at birth? | | Pick. |
| * **Sexual Orientation** | | | | |
| Please select from the following options: | Pick. | | | |

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| **Part 3 – Confirmation of Right to Work [Note: This section must be completed by anyone working in the UK]** | | | |
| In order to comply with the Immigration, Asylum and Nationality Act 2006, the University is required to obtain documentary proof of an external examiner’s right to work in the UK. To do this, proposed external examiners are asked to submit a copy of their current UK/EEA passport (please scan or photocopy the page containing the photograph, and the front cover of the passport), or a passport with a valid visa entry, or other relevant documentation that demonstrates their eligibility to work in the UK.  You will also be required to present your **original** documentation to the Designated Officer on your first visit to campus.  ***Please note, the University will not endorse any payment of fees or expenses where the requisite right to work checks have not been satisfactorily completed.*** | | | |
| Do you hold a Tier 2 Visa? | Pick. | Have you provided a colour copy of your right to work documentation? | Pick. |

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| *To the best of my knowledge, the particulars given by me on this form are correct and, if appointed, I agree to conduct all of the duties of the role as laid out in the University’s External Examining Procedures (Taught Programmes) or Postgraduate Research Regulations.* | | | |
| **Signature:** |  | **Date:** |  |

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| **Once completed, please return this form, with colour copies of your right to work documentation, to:** [**externalexaminers@lancaster.ac.uk**](mailto:externalexaminers@lancaster.ac.uk) |