

Applicant Declaration Form

To Be Completed By All Persons Taking Up Pensionable Employment with

Cork Education & Training Board

Purpose of this Form

Section 51 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 requires that: *Any person who*

- (a) takes up employment in a public service body, and
- (b) either—
 - (i) has an entitlement to any preserved pension or any preserved lump sum or any other retirement benefit, OR
 - (ii) has received or is in receipt of retirement benefits, under a pre-existing public service pension scheme of which he or she was or is a member, shall provide a declaration to that effect to the relevant authority

Accordingly, Cork ETB requires this Declaration to be made as a condition of being offered employment.

Section A. Verification of Current Irish Public Service Employee Status

1. I declare that: *(please mark one answer only)*

- a. I have **NOT** previously been employed in a pensionable capacity in the Irish Public Service [\[Go to Q6\]](#).
- b. I **HAVE** been employed in a pensionable capacity within the Irish Public Service Body [\[Go to Q2\]](#).

Section B. Declaration for current or former employees of the Irish Public Service

2. I declare details of **all periods** of prior **pensionable service** with Irish Public Service Bodies in the table below:

Irish Public Service Employer	Precise Dates of Employment		Have you received or applied for a pension refund?
	From	To	
(A)	/ /	/ /	○ NO OR ○ YES
(B)	/ /	/ /	○ NO OR ○ YES
(C)	/ /	/ /	○ NO OR ○ YES
(D)	/ /	/ /	○ NO OR ○ YES
(E)	/ /	/ /	○ NO OR ○ YES

(Please check with your former employers if you are unsure of precise dates. Use an additional page if needed)

[Go to Q3]

3. I declare that: *(please mark one answer only)*

- a. Since **1 January 2013**, I have **NOT** availed of a period of unpaid leave of **more than 26 consecutive weeks** (e.g. through a Career Break, Special Unpaid Absence, Unpaid Maternity Leave, Unpaid Parental Leave, Carer's Leave, etc.)

[\[Go to Q4\]](#)

- b. Since **1 January 2013**, I **HAVE** availed of a period of unpaid leave of **more than 26 consecutive weeks** (e.g. through a Career Break, special unpaid absence, unpaid maternity leave, unpaid parental leave, carer's leave, etc.). The details of my unpaid leave *after 1 January 2013* are included in the table below:

Type of Leave	Precise Dates of Leave	
	From	To
(A)	/ /	/ /
(B)	/ /	/ /
(C)	/ /	/ /

*(Please check with your former employers if you are unsure of precise dates.
Use an additional page if needed)*

[\[Go to Q4\]](#)

4. I declare that: *(please mark one answer only)*

- a. I have **NEVER** availed of an enhanced or Incentivised Scheme for Voluntary Early Retirement or redundancy from an Irish Public Service Body;

[\[Go to Q5\]](#)

- b. I **HAVE** availed of an enhanced or Incentivised Scheme for Early Retirement or enhanced redundancy from an Irish Public Service Body. I confirm that I am **NOT** prohibited under the terms of such Scheme from accepting re-employment in the Irish Public Service and I am aware of the potential consequences to my existing benefits in the event of my re-employment in the Irish Public Service.

(Please enclose full details of the particular Scheme that you availed of and the date of same. For example, Government Incentivised Scheme for Early Retirement in 2009, HSE Targeted Voluntary Early Retirement Redundancy Scheme in 2010, DES Teachers' Early Retirement Scheme, etc. If Ministerial consent is required for your re-engagement, this must be attached).

[\[Go to Q5\]](#)

Section C. Verification of Current Irish Public Service Pension Scheme Benefits in Payment

5. I declare that: *(please mark one answer only)*

a. I am **NOT** in receipt of any retirement benefits from any Irish Public Service Pension Scheme. I undertake to promptly notify Cork ETB's HR Department in writing should this position change;

[\[Go to Q6\]](#)

b. I **AM** in receipt of retirement benefits from an Irish Public Service Pension Scheme and I set out details of these retirement benefits in the table below: *(please use a separate page if you are in receipt of benefits from more than one Irish Public Service Pension Scheme)*

Name of Irish Public Service Pension Scheme that pays/paid benefits	
Current annual gross pension & Date of First Payment	
Lump Sum & Date of Payment	
Contact details of Payroll Office for these benefits	

[\[Go to Q6\]](#)

Section D. Verification of Other Pensionable Pay from employment with any other Irish Public Service Body

6. I declare that: *(please mark one answer only)*

a. I am **NOT**, during the course of my employment with *Cork ETB*, expecting to receive pensionable pay from another Irish Public Service Body. I undertake to promptly notify Cork ETB's HR Department in writing should this position change;

[\[Go to Section 7\]](#)

b. I **WILL BE**, during the course of my employment with *Cork ETB*, in receipt of pensionable pay from another Irish Public Service Body. I set out details of this other pensionable pay in the table below: *(please use a separate page if you are in receipt of remuneration from more than one Irish Public Service Body)*.

Name of Public Service Body	
Reason for payment	
Gross Annual Amount of Payment	
% of Full time position	
Contact details of Payroll Office for other Public Service employment	

[\[Go to Section 7\]](#)

7. Important Notes:

- *Cork ETB* reserves the right to seek clarifications or further information on any aspect of information submitted prior to finalising your appointment or the terms & conditions related to your appointment to ensure compliance with relevant legislation.
- If you were previously employed in a pensionable capacity by an Irish Public Service Body, or are in receipt of a pension from an Irish Public Service Body, you should note that *Cork ETB* may verify the accuracy of information provided with other Irish Public Service Bodies in accordance with Section 50 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.
- Failure to complete this Form accurately and fully may result in *Cork ETB* not being able to progress your appointment or lead to delays in setting you up on the payroll system.
- Former Irish Public Service employees that are in receipt of, or have an entitlement to a preserved benefit from an Irish Public Service Pension Scheme, should familiarise themselves with any personal implication this appointment may have on these existing entitlements or future entitlements from *Cork ETB*. For example, reduction in existing pensions in payment (abatement).
- **Please ensure that you complete this form fully and with care as salary deductions and pension scheme benefits may otherwise be incorrectly calculated. Any Clause contained in your Contract of Employment will be deemed to be invalidated in the event that materially incorrect information is provided to *Cork ETB***

[\[Go to Section 8\]](#)

8. Supporting Pension Documentation

If you have completed Section 2 and were provided with pension documentation from your former public service employer, you are requested to enclose a *copy* of this pension documentation when returning this Form. This will assist us to resolve any queries associated with your prior pensionable employment in the public service.

9. Declaration

I make this declaration in accordance with the requirements of Section 51 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Signed: _____

Name (Block Capitals): _____

Date: ____/____/____ PPS Number: _____

Your fully completed Declaration should be returned to the address below to enable recruitment formalities to be progressed:

Pensions Section
Human Resources Department
Cork Education & Training Board
21 Lavitt's Quay, Cork
Email: pensions@corketb.ie
Telephone: 021-4273377