



**APPLICATION FOR A QUOTATION TO PURCHASE SERVICE UNDER  
THE NOTIONAL SERVICE PURCHASE SCHEME.**

**Circular 129/06** should be read before completing this form.

Please complete this form in full using block letters:

- Do not leave any gaps from the date which you started your working.
- Unpaid absences include such absence as career breaks, unpaid maternity leave, unpaid sick leave, strike days, any unpaid personal leave.
- Teaching status includes permanent, temporary, substitute, part time, EPT, RPT, job sharing or CID teaching service.
- Applications for quotations must be received at **least 6 weeks before** your next birthday

Please note that there are a number of circumstances which exists whereby notional service cannot be purchased. This include:

- If you are not currently employed
  - If you are in the Single pension scheme
  - If you are currently on sick leave
- If you are in casual or intermittent employment.

This list is to be used as a guide only and is not exhaustive.

Note: Members who are seeking to purchase notional service and also wish to avail of a career break **must** have their application and contract completed in full **prior** to the start of their career break

**Please tick (✓) box to indicate which sector in which you are employed:**

Primary  Post Primary  Non-Teaching Staff

**PART 1 - YOUR DETAILS BLOCK CAPITALS ONLY PLEASE.**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

PPSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone Contact: \_\_\_\_\_

Email address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

On what date do you intend to retire: \_\_\_\_\_

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**PART 2 – YOUR SERVICE HISTORY**

You are to list all details of your teaching Service  
(Please use a separate line for each School or change of Status in a School):-

Dates of Service		Teaching Status , if applicable	School Roll Number	Name of School
From	To:			

**PART 3 – DETAILS OF ANY UNPAID ABSENCES**

From	To	Reason for Unpaid absences

Use an additional page if required for unpaid absences



**PART 4 –DETAILS OF ANY SERVICE IN ANY OTHER PUBLIC SECTOR ORGANISATION (s)**

If you have no other service with any other Public Sector Organisation, insert the word “ none “ in the following table.

<b>From</b>	<b>To</b>	<b>Unpaid absence</b>

**Part 5 – The purchase of notional Service**

Do you intend to purchase Notional Service by:

Periodic Deductions ( fortnightly from pay ) \_\_\_\_\_

Or by

One Lump Sum \_\_\_\_\_

If by lump sum do you wish to use funds from an AVC / private pension scheme: \_\_\_\_



### Part 6 – Declaration

I, \_\_\_\_\_,

wish to obtain a quotation to purchase Notional Service, based on the information provided by me in this application.

I certify that the details given in this document are true and correct.

I acknowledge that when I receive the quotation, the terms on offer will be valid for a period of **six months in respect of Lump Sum quotation and two months in respect of Periodic Deduction quotation.**

I further acknowledge that I must exercise my option to proceed by completing and returning the Contract to the pension unit of this Department within the period which will be specified in the quotation documentation.

I am aware that priority will be given to applications received at least six(6) weeks before my next birthday.

### Data Protection Privacy Statement

The main purpose for which the Department requires the personal data provided by you is to establish your employment history and public service history in order to determine if you require to purchase notional service to achieve the maximum pension entitlement.

The personal data provided may be exchanged with your school or other public sector employment as indicated by you in your application, The Teaching Council, where appropriate, in respect of the status of your registration; the Revenue Commissioners, the Department of Employment Affairs and Social Protection as required by law; The privacy notice outlining further information in relation to this form can be found at

<https://www.education.ie/en/Education-Staff/Services/Retirement-Pensions/Teaching-Staff/data-protection/data-protection-and-your-pension.html>

Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection>.

Details of this policy and privacy notice are also available in hard copy from the address below upon request.

I have read and understand the Data Protection Privacy Statement

<b>Signature of Applicant :</b>	
<b>Date</b>	