



Please tick (✓) box to indicate school type in which you are employed

Primary  Secondary  Community/Comprehensive

Please tick (✓) Teaching  Non-Teaching

**Please note that this is not an application for retirement.**

**PART 1 – INFORMATION REQUIRED** Please give exact details and state reason the information is requested

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Signature		Date	
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Proposed Date of Retirement, (if applicable)

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**PART 2 - YOUR DETAILS** Please use **BLOCK CAPITALS**

1. Your PPS No.:

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2. Your Teacher/Payroll No.:

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3. Title:

Mr.  Mrs.  Ms.  Other 

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4. Surname:

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5. First name(s):

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6. Date of Birth

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 (DDMMYY):

7. Address:


8. Your Telephone No.:

Mobile:

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Landline:

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9. Email Address: \_\_\_\_\_

**PART 3 – YOUR SERVICE HISTORY**

Details of Service (Please use a separate line for each change of School or change of Status within a School):-

Dates of service		Status	School	
From	To	Perm/Temp/Sub/ Part time /EPT/ RPT /Job-Sharing/CID	Roll number	Name and Address

Please forward by email or post to:

Pension Unit, Department of Education and Skills, Cornamaddy, Athlone, County Westmeath  
 Email: [pensions@education.gov.ie](mailto:pensions@education.gov.ie) Web: [www.education.ie](http://www.education.ie)

**PART 4 – Details of SPOUSES’ AND CHILDREN’S PENSION SCHEME.**

I am a member of the Spouses’ and Children’s Pension Scheme. (Yes/No)	
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**PART 5 – Please complete Yes or No to the following and provide additional information as appropriate**

1.	During your teaching career did you give teaching service:	Please answer YES or NO
	a) As a member of a Religious Order on the approved staff of a Capitation Primary School?	
	b) As a supernumerary teacher in a Primary School?	
	c) With the Agency for Personal Services Overseas (APSO/Comhlamh)?	
2.	Have you served as a Teachta Dála, Senator or in a Ministerial capacity?	
3.	Have you received a marriage gratuity or a refund of contributions for previous service?	
4.	Have you applied to purchase a period of actual service given in a Primary, Secondary, Community or Comprehensive School?	
5.	Are you purchasing Notional Service (CPSN)?	
6.	Are you contributing to Additional Voluntary Contributions?	
7.	Have you given service in Great Britain or Northern Ireland?	
8.	Are you in receipt of, or eligible for, benefit from any other Public Service Pension Scheme?	
9.	Have you given pensionable service in any other State or Semi-State organisation, eg Health Board or Local Authority?	
10.	Is there a court approved Pension Adjustment Order in place in relation to your retirement benefits?	

**NOTE:** If answer is "yes" please attach a separate sheet giving details.

**PART 6 – YOUR QUALIFICATIONS (Teachers only)**

Primary qualification details (degree/diploma/certificate etc)					
Duration of study period to attain this primary qualification	From		To		years
Do you hold a Higher Diploma in Education (H.Dip)?	<i>Please tick as appropriate</i>		<i>If yes please state year H.Dip was conferred</i>		
	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	

**PART 7 – OTHER INFORMATION**

Are you currently on Leave of Absence?	<i>Please tick as appropriate</i>	YES	NO			
If yes, please give details of the type of absence, ( <i>Sick leave, Career break, other –please specify</i> )						
Date absence commenced	Day		Month		Year	
Date of resignation (if you resigned while on leave of absence)	Day		Month		Year	

**Please forward by email or post to:**

Pension Unit, Department of Education and Skills, Cornamaddy, Athlone, County Westmeath  
 Email: [pensions@education.gov.ie](mailto:pensions@education.gov.ie) Web: [www.education.ie](http://www.education.ie)