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| **Resource Toolkit** | Single Scheme Administration Project (Phase 1)  **Recruitment Resources (Onboarding)** |
| **Resource Name** | Template Form – Applicant Declaration Form |
| **Resource Reference** | **SPS.REC.TF.01 (Phase 1)** |
| **Version** | V2.0 |
| **Version History** | Revised Applicant Declaration Form to take account of the judgement arising from the *Enda O’Rourke versus the Department of Education and Skills* judicial review, determining that prior “pensionable” public service employment is not relevant in the context of the 26-week exemption rule and pre-2013 public service pension scheme membership eligibility. |

**Applicant Declaration Form**

***To Be Completed By All Persons Taking Up Pensionable Employment with***

***RA Legal Name***

|  |
| --- |
| **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, RA Legal Name 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)*
2. I have **NOT** previously been employed in the Irish Public Service **[Go to Q5]**
3. I **HAVE** previously been employed in the Irish Public Service Body **[Go to Q2]**

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

1. I declare details of **all periods** of prior **employments**  with Irish Public Service Bodies in the table below:

|  |  |  |
| --- | --- | --- |
| **Irish Public Service Employer** | **Precise Dates of Employment** | |
| **From (dd/mmy/yyyy)** | **To1 (dd/mm/yyyy)** |
| (A) |  |  |
| (B) |  |  |
| (C) |  |  |
| (D) |  |  |
| (E) |  |  |

*(Please check with your former employers if you are unsure of precise dates.*

*Use an additional page if needed)*

***1****You are* ***not*** *deemed to have left public service employment if you are currently availing of employer approved unpaid leave (e.g. through a Career Break, Special Unpaid Absence, Unpaid Maternity Leave, Unpaid Parental Leave, Carer’s Leave, etc.).*

**[Go to Q3]**

1. I declare that:*(please mark one answer only)*
2. I have **NEVER** availed of an enhanced or Incentivised Scheme for Voluntary Early Retirement or redundancy from an Irish Public Service Body;

[Go to Q4]

1. I **HAVE** availedof 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 Q4]

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

1. I declare that**:** *(please mark one answer only)*
2. I am **NOT** in receipt of any retirement benefits from any Irish Public Service Pension Scheme. I undertake to promptly notify RA Legal Name’s HR Department in writing should this position change;

[Go to Q5]

1. 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 Q5]

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

1. I declare that:*(please mark one answer only)*
2. I am **NOT**, during the course of my employment with RA Legal Name, expecting to receive pensionable pay from another Irish Public Service Body. I undertake to promptly notify RA Legal Name’s HR Department in writing should this position change;
3. I **WILL BE,** during the course of my employment with RA Legal Name, 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 |  |

1. Important Notes:

* RA Legal Name 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 by an Irish Public Service Body, or are in receipt of a pension from an Irish Public Service Body, you should note that RA Legal Name 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 RA Legal Name 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 deferred or 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 RA Legal Name. 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 RA Legal Name**

1. **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 employment(s) and any public service pension scheme membership queries arising.

1. **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:

**RA Contact Name**

**RA Name**

SSAP\_ADF\_V2.0

**RA Full Address Details**