

# Applicant Declaration

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

Section 51 (Duty to make declarations, etc.) 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*

**Trinity College requires this Declaration to be made as a condition of being offered employment.**

### **Section A. Verification of Current Irish Public Service Employee Status**

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

I have **NOT** been employed with or availed of a period of unpaid leave (e.g. Career Break, special unpaid leave) from an Irish Public Service Body within the 26-week period immediately prior to my date (or expected date) of commencing employment with Trinity College;

I **HAVE** been employed with or availed of a period of unpaid leave (e.g. Career Break, special unpaid leave) from an Irish Public Service Body within the 26-week period immediately prior to my date (or expected date) of commencing employment with Trinity College.

I set out details of **ALL** prior employment and Career Breaks with an Irish Public Service Body below:

<b>Irish Public Service Employer</b>	<b>Precise Dates of Employment or Career Break</b>	<b>Name of Pension Scheme</b>	<b>Have you received or applied for a pension refund?</b>
(1)			
(2)			
(3)			
(4)			
(5)			

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

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

I have **NEVER** been employed with an Irish Public Service Body;

I have previously been employed by an Irish Public Service Body but have **NEVER** availed of an enhanced or Incentivised Scheme for Voluntary Early Retirement or redundancy from an Irish Public Service Body;

I have previously been employed by an Irish Public Service Body and confirm that 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-engagement.

*(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. If Ministerial consent is required for your re-engagement, this must be attached).*

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

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

- I am **NOT** in receipt of any retirement benefits from any Irish Public Service Pension Scheme;
- I **AM** in receipt of retirement benefits from an Irish Public Service Pension Scheme and I set out details of these retirement benefits 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	
Annual gross pension & Date of First Payment	
Lump Sum & Date of Payment	
Contact details of Paying Authority for these benefits	

### Section D. Verification of Other Remuneration from any other Irish Public Service Body

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

- I am **NOT**, during the course of my employment with Trinity College, expecting to receive remuneration from any other Irish Public Service Body. I undertake to notify the Trinity College Human Resources Department in writing should this position change in accordance with College Regulations;
- I **WILL BE**, during the course of my employment with Trinity College, in receipt of remuneration from an Irish Public Service Body and I set out details of this remuneration 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 Paying Authority for these benefits	

**Note:**

- Trinity College 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 the relevant legislation.
- Failure to complete this Form accurately and fully may result in the University 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 entitlements or pension entitlements from Trinity College. For example, pensions abatement or a restriction of 40 years being the maximum permissible service reckonable under some Irish Public Service Pension Schemes.
- Please ensure 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 the University.**

Signed: \_\_\_\_\_

Name (Block Capitals): \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PPS Number: \_\_\_\_\_

Your fully completed Declaration should be returned to your **Faculty HR Partner** to enable your payroll set-up

- Faculty of Engineering Mathematics & Science** – Faculty Office, 27 Westland Row
- Faculty of Arts, Humanities and Social Sciences** - Faculty Office, Room 2016, Arts Building
- Faculty of Health Sciences** – Faculty Office, Old Chemistry Building