

Single Public Service Pension Scheme



Training for Relevant Authorities *Recruitment & Onboarding Module*

(Phase 1 – Single Scheme Administration Project)

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Single Public Service Pension Scheme

Training for Relevant Authorities *Module – Recruitment & Onboarding*

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What will be covered today?

1. Introductions
2. Today's Learning Outcomes
3. Single Scheme Key Features
4. Overview of Single Scheme Administration Project
5. Recruitment and the Single Scheme
6. Recommended protocols for new hires/re-hires
7. Practical Examples
8. Recap

3. Single Scheme – Key Features



- Introduced on **1 Jan 2013** across the Public Service for all *new entrants*
- 350+ *Relevant Authorities* (PSBs) each responsible for its operation
- Statutory obligations on RAs are set out in legislation

244 RAs
now have
members

78% in
Health &
Education
sectors

155k
members
forecast by
2021

3. Single Scheme – Key Features



Standard Members

- Normal Retirement Age
 - ✓ Same age that State Contributory Pension is payable to a member.
 - ✓ Depending on their date of birth, this will be 66, 67 or 68 years
- Upper retirement age of 70 years

Provides
Death-in-
Service
Benefits

Ill-Health
Retirement
Facility at
any age















Voluntary
Early
Retirement
from age 55

3. Single Scheme – Key Features



- Still a **Defined Benefit Scheme**
 - . . . but fundamentally different to earlier Schemes
- Benefits based on **career average earnings & work pattern**
- Benefits accumulate annually and are aligned with CPI
- No “40 year” service limit

Comparison of Pre 2013 Schemes and Single Scheme

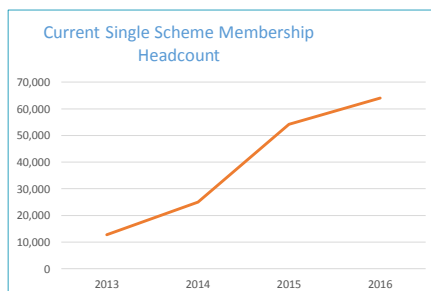
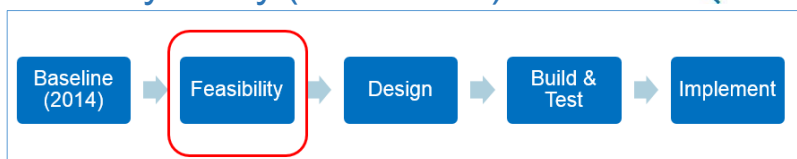
Look-Back Model			Ongoing and Iterative Benefit Calculation CPI adjustments		
Yr 1		Service 1	Yr 1		Pay, % FTE = Referable Amount* ✓
Yr 2		1	Yr 2		Pay, % FTE = Referable Amount* ✓
Yr 3		1	Yr 3		Pay, % FTE = Referable Amount* ✓
Yr 4		1	Yr 4		Pay, % FTE = Referable Amount* ✓
.....				
Yr 38		1	Yr 41		Pay, % FTE = Referable Amount* ✓
Yr 39		1	Yr 42		Pay, % FTE = Referable Amount* ✓
Yr 40		1	Yr 43		Pay, % FTE = Referable Amount* ✓
Pension Calculation: Final Salary, Total Years of Service			Pension = Total Referable Amounts		

Some New Challenges

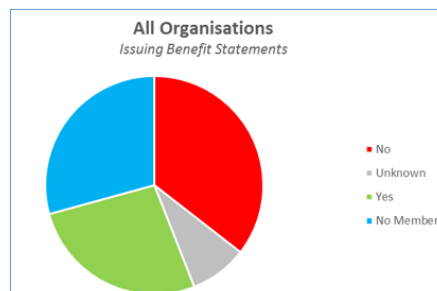


- Calculations – complex and ongoing
- Determining eligibility for benefits (Vesting Period)
- Legal requirement to issue Annual Benefit Statements
- Atypical or concurrent employments (no more than 1.00FTE)
- Correctly being admitted to Scheme

4. Single Scheme Administration Project - Feasibility Study (2016-2017)

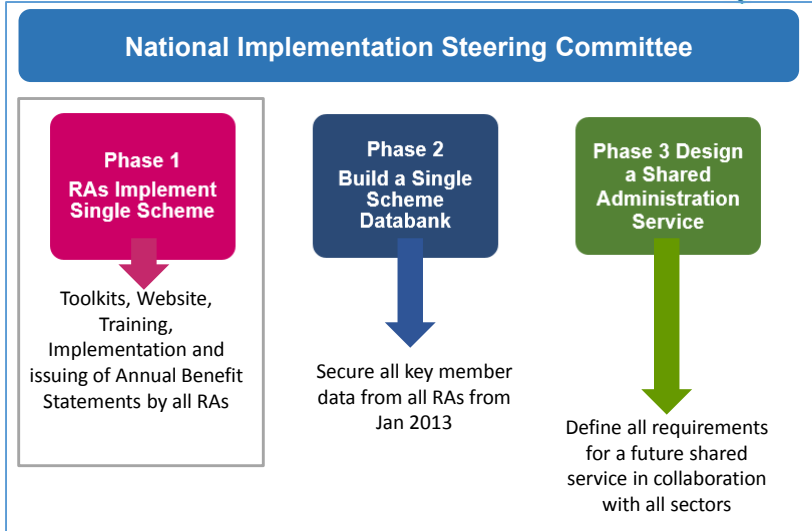


Data for 2013 to 2015 includes both active and deferred member numbers. Data for 2016 is for active members only.

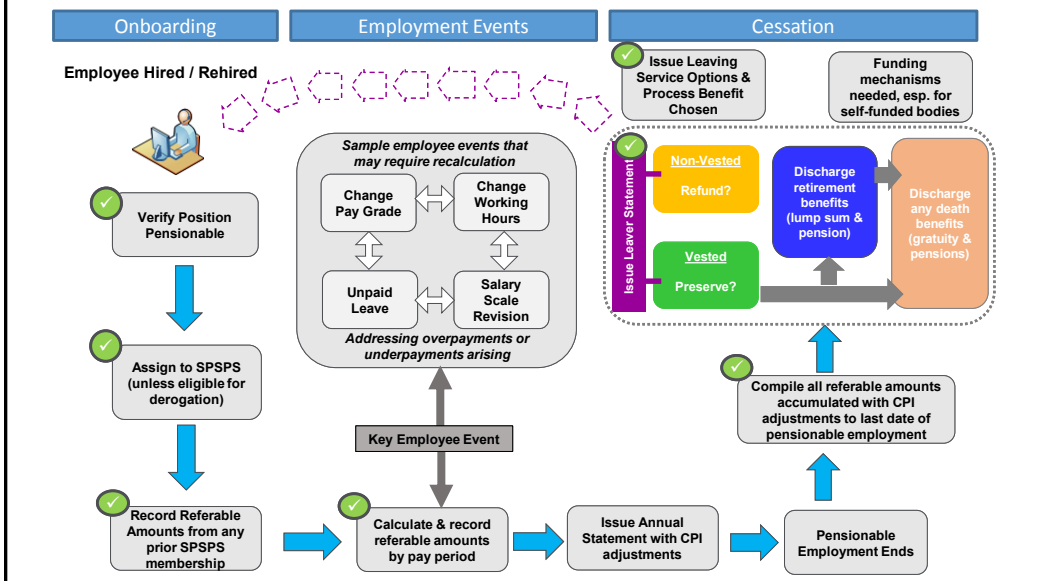


27% of Relevant Authorities are issuing Annual Benefit Statements, which is a statutory requirement, reaching only 15% of members.

A Phased Approach to Implementation

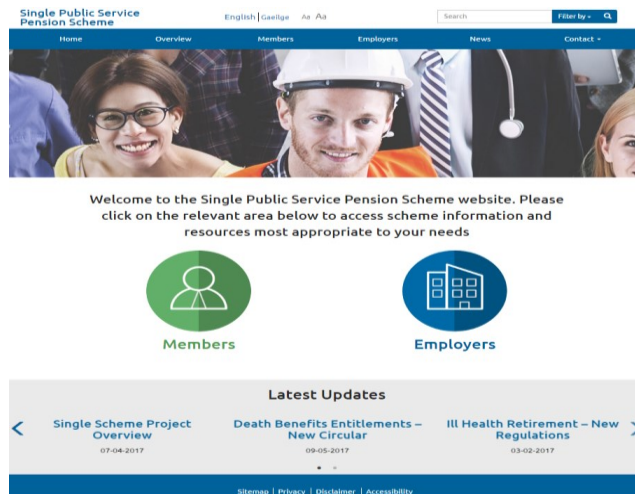


Phase 1 - Addressing challenges in employee lifecycle



Overview of Single Scheme Website

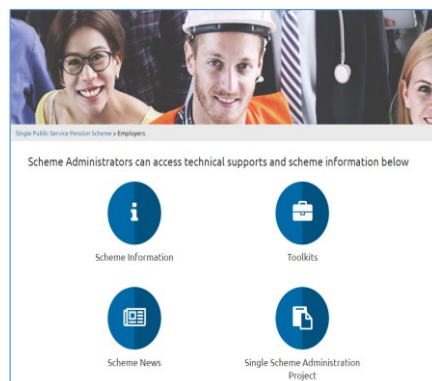
www.singlepensionscheme.gov.ie



Website Content



- Central source of Single Scheme information:
 - Circulars & Guidance Notes
 - Legislation
 - Searchable List of Relevant Authorities
- Initial focus on developing new content for administrators (e.g. Resource Toolkits) with more member content to follow at a later date
- Dedicated section for the Single Scheme Administration Project



5. Recruitment & the Single Scheme

“Pensions administrators highlighted the importance of the Recruitment function for the Single Scheme. It was pointed out that in order to identify members of the Single Scheme for payroll set-up, for deduction and remittance of contributions, calculation of referable amounts and provision of benefit statement, it would be necessary to have a robust process for identifying new Single Scheme members at recruitment stage”.



“It is the responsibility of HR at recruitment to identify who is a Single Scheme member”.

(2014 Baseline Study)

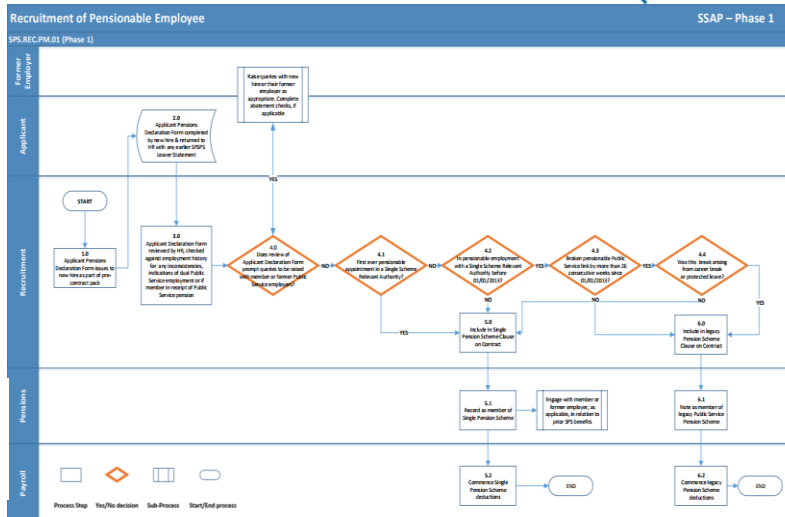
6. Recommended protocols for new hires - Resource Toolkits

www.singlepensionscheme.gov.ie

Employers

Toolkits

Recruitment



6. Recommended protocols for new hires/re-hires - Applicant Declaration Form

www.singlepensionscheme.gov.ie



Act makes legal provision:

- For a Statutory Declaration to be made by new hires (*Section 51*)
- Use of PPS Numbers to exchange information between Public Service bodies to verify compliance with legislation (*Section 50*)

Applicant Declaration Form

To Be Completed By All Persons Taking Up Pensionable Employment with Relevant Authority Inc.

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, Relevant Authority Inc. 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)	/ /	/ /	<input type="checkbox"/> NO <input type="checkbox"/> OR <input type="checkbox"/> YES
(B)	/ /	/ /	<input type="checkbox"/> NO <input type="checkbox"/> OR <input type="checkbox"/> YES
(C)	/ /	/ /	<input type="checkbox"/> NO <input type="checkbox"/> OR <input type="checkbox"/> YES
(D)	/ /	/ /	<input type="checkbox"/> NO <input type="checkbox"/> OR <input type="checkbox"/> YES
(E)	/ /	/ /	<input type="checkbox"/> NO <input type="checkbox"/> OR <input type="checkbox"/> YES

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

[Go to Q3]

Page 2 of 6



Some important principles



Scheme Eligibility



- All new entrants appointed to pensionable posts in the Irish Public Service **on or after 1 January 2013** are, in general, members of the Single Scheme
- **UNLESS** they were *pensionable* public service employees prior to 1 January 2013 and are entitled to avail of a derogation under the Single Scheme legislation allowing them to join / re-join an earlier Public Service Pension Scheme in existence before 1 January 2013.

Derogations for Pre-2013 Members

(Section 10)



- Had to have been in *pensionable employment* prior to 1 January 2013 **AND**
 - ✓ Be returning to the public service after a break of less than **26 consecutive weeks** from a previous pensionable public service role; or
 - ✓ Be returning into pensionable employment under the **same** contract of employment (e.g. after secondment)
- ⚠ Periods where a member was on a form of protected leave (e.g. maternity leave) or other approved leave (e.g. Career break) do NOT count as a break in service
- ⚠ Reasons for a derogation must be clearly documented

Bodies to which Single Scheme applies



“Relevant Authorities”

www.singlepensionscheme.gov.ie

- 350+ public service bodies to which the Single Scheme applies
- Bodies are designated by the Minister for PER
- An evolving list as bodies are created, merged, renamed or disbanded over time

Is a particular public service body an RA?



List of Relevant Authorities

List of Relevant Authorities	
Show 15 entries	Search: <input type="text" value="searchable list"/>
Relevant Authorities	Designated Relevant Authority Number
Adelaide and Meath Hospital, Inc National Childrens Hospital (Tallaght Hospital) (AMNCH)	16
Adoption Authority of Ireland	17
An Bord Bia	18

Rehiring of retired staff

- Pensions Abatement (ALL SCHEMES)



- If a **pensioner** is in receipt of a Public Service pension and is re-hired in any paid capacity by a Public Service Body, their existing pension **may** be liable to be reduced (abated) for the duration they are in receipt of post-retirement salary (*Section 52*)
- *Why?* A pensioner should not earn more in retirement (between their public service pension + public service salary) than if they had not retired from their original post.
- Doesn't matter if the bodies are in a different area of the public service.
- Recruitment need to transparently flag this to all candidates in advance of competition



Single Scheme & “Transfers”



- Can a Single Scheme member who has deferred benefits under an earlier Public Service Pension Scheme from prior public service employment transfer in those benefits into the Single Scheme?
 - *No. Prior benefits must stay with earlier Public Service Scheme.*
- How does a Single Scheme member who has benefits from an earlier Single Scheme employment transfer these amounts to their new Single Scheme employer?
 - *The same Single Scheme applies to all Relevant Authorities, so there is no transfer of Single Scheme benefits needed.*
 - *At this time, Single Scheme benefits should remain with the Single Scheme employer they were accrued with and only be consolidated by the final employer in the event of a member’s retirement or death.*
- Can a Single Scheme member have an external pensions transfer value from prior private sector occupational pension scheme paid into the Single Scheme?
 - *Not a present - subject to regulations.*

Pensionable Remuneration



(Section 11)

- Basic scale salary for grade
PLUS
- Pensionable allowances (e.g. Shift Allowance)
PROVIDED the allowances:



- 1) are approved as being pensionable; and
- 2) are permanent in nature; and
- 3) are included in contributions calculation; and
- 4) have been notified to the member as being pensionable.

Coffee Break (20 mins)

Recommended protocols for new hires/re-hires - Applicant Declaration Form

www.singlepensionscheme.gov.ie



Act makes legal provision:

- For a Statutory Declaration to be made by new hires (**Section 51**)
- Use of PPS Numbers to exchange information between Public Service bodies to verify compliance with legislation (**Section 50**)

Applicant Declaration Form

To Be Completed By All Persons Taking Up Pensionable Employment with Relevant Authority Inc.

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, Relevant Authority Inc. 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 Q3].
- 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)	/ /	/ /	/ /	<input type="checkbox"/> NO OR <input type="checkbox"/> YES
(B)	/ /	/ /	/ /	<input type="checkbox"/> NO OR <input type="checkbox"/> YES
(C)	/ /	/ /	/ /	<input type="checkbox"/> NO OR <input type="checkbox"/> YES
(D)	/ /	/ /	/ /	<input type="checkbox"/> NO OR <input type="checkbox"/> YES
(E)	/ /	/ /	/ /	<input type="checkbox"/> NO OR <input type="checkbox"/> YES

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

[Go to Q3]

Thank you



1. Please check Single Scheme website:
<http://www.singlepensionscheme.gov.ie>

2. If needed, then please contact:
singleschemequeries@per.gov.ie

RECRUITMENT

TOOLKIT

RESOURCES

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)*

- 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 **RA Legal Name**'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 **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;

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

b. 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	

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

7. 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 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 **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 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****

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

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:

RA Contact Name
RA Name
RA Full Address Details

Resource Toolkit	Single Scheme Administration Project (Phase 1) Recruitment Resources (Onboarding)
Resource Name	Process Guidelines
Resource Reference	SPS.REC.G.01 (Phase 1)
Description	Suggested Procedure outlining key steps that a Relevant Authority might take in recruiting pensionable employees to ensure that they are included in the correct pension scheme
Version	V1.0

PLEASE NOTE: Administrators may access legislation, Circulars or Letters to Personnel Officers noted in this Procedure by accessing the Circulars & Legislation Section of the Single Scheme Website at www.singlepensionscheme.gov.ie/circulars

Key

 **Yes/No Decision Point**

Ref.	Step	Description of key activities / general guide
0.0	Process Map	<ul style="list-style-type: none"> • The recommended Process Map may be accessed in the Administrator Toolkit for this process. It is recommended that this is consulted when appointing an applicant to a pensionable post.
1.0	Issue Applicant Declaration Form to new hire/re-hire ("<i>applicant</i>")	<ul style="list-style-type: none"> • A link to the Applicant Declaration Form may be accessed in the Administrator Toolkit for this process; • The requirement for an applicant to provide the information sought on the Applicant Declaration Form on taking up pensionable employment is provided for under Section 51 of the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 ("<i>the Act</i>"); • A properly completed Applicant Declaration Form, with any supporting documentation, will assist organisations to: <ul style="list-style-type: none"> a) Make an accurate decision as to the correct Public Service Pension Scheme that a pensionable employee should be included in respect of their new employment; b) Identify if a new pensionable employee holds more than one pensionable public service post that may require their overall pensionable FTE to be restricted in the case of the Single Scheme (Section 46 of the Act); c) Identify if a new pensionable employee is already in receipt of a public service pension to ascertain if their existing pension should be reduced/abated for the duration of their new employment (Section 52 of the Act); • IMPORTANT: It is recommended that the Applicant Declaration Form be issued to the successful applicant at offer stage on conclusion of a recruitment competition prior to the issue of the Contract of Employment.

<p>2.0</p>	<p>Applicant Declaration Form completed by applicant and returned to Recruitment Section</p>	<ul style="list-style-type: none"> • Prior to returning a completed Applicant Declaration Form, an applicant may have queries or seek guidance in completing certain parts of this form, particularly if they have previously been in pensionable employment with an Irish public service body or if it is their first time working in Ireland; • Recruitment Administrators, in particular, have a critical role in assisting an applicant with general queries that they may have in relation to completion of an Applicant Declaration Form. It is, therefore, important that they are aware of the importance attaching to the information on the Applicant Declaration Form and can readily explain the concept of <i>pensions abatement</i> or the 'one person-one FTE' principle to new hires; • If an applicant is unsure of the dates of any prior periods of pensionable service, or any periods of unpaid leave of greater than 26 consecutive weeks availed since 1 January 2013, they should be advised to raise a query with their former employer if they do not hold supporting documentation in their personal papers.
<p>3.0</p>	<p>Completed Applicant Declaration Form reviewed by Recruitment Section</p>	<ul style="list-style-type: none"> • Upon receipt, the Applicant Declaration Form is initially reviewed in its entirety to ensure: <ul style="list-style-type: none"> a) Section 1 to 6, as appropriate, have been fully completed by the applicant; b) Section 9 has been signed and dated by the applicant; c) That any pensionable public service employment history at Q2 broadly matches that detailed on the new hire/rehire CV or Application Form • If the Form is incomplete or unsigned, or there appears to be inconsistencies with information contained on the Form and any enclosures, the Form should not be accepted by the Recruitment Section. Instead, a new Form should issue for completion by the new hire/re-hire, explaining that this is a legislative requirement and that payroll set-up will not progress in the absence of a fully completed Form; • If no issues are identified, proceed to Step 4.0.

<p>4.0</p>	<p>Queries raised on Applicant Declaration Form with applicant and/or their former Public Service employer</p>	<ul style="list-style-type: none"> • In certain circumstances, it may be appropriate for the Recruitment Section to make contact with an applicant’s former Public Service body to resolve queries associated with prior pensionable dates of employment; • If it is disclosed that an applicant is already in receipt of a public service pension or if they will be simultaneously employed in a pensionable capacity with more than one Single Scheme Relevant Authority, the documentation should be reviewed in consultation with the organisation’s Pensions Section that may, in turn, raise queries with the applicant and/or former employers; • This step should be repeated until a fully completed Applicant Declaration Form passes validation checks and, where applicable, matters related to potential pension abatement or dual pensionable service employment have been satisfactorily resolved. • IMPORTANT: It is recommended that no Contract of Employment issues and set-up on payroll is not progressed until a fully completed Applicant Declaration Form has been received, reviewed and any matters related to abatement or dual pensionable public service employment are resolved.
<p>4.1</p>	<p>Is the new hire/re-hire’s first pensionable position in the Irish Public Service?</p>	<ul style="list-style-type: none"> • If “yes”, the applicant should be included in the Single Pension Scheme. Progress to Step 5.0 • If “no”, progress to Step 4.2
<p>4.2</p>	<p>Has the applicant previously been in pensionable employment with a Single Scheme Relevant Authority before 01/01/2013?</p>	<ul style="list-style-type: none"> • A link to the full list of Single Scheme Relevant Authorities is included in the Administrator Toolkit for this process; • If “no”, the applicant should be include in the Single Pension Scheme. Progress to Step 5.0.

		<ul style="list-style-type: none"> • If “yes”, progress to Step 4.3
4.3	Has the applicant broken their pensionable public service link by more than 26 consecutive weeks since 1 January 2013 up to the date they are due to take up their new post?	<ul style="list-style-type: none"> • This information can be obtained by reviewing from Q2 & Q3 of the Applicant Declaration Form; • If “no”, the applicant should be included in the applicable legacy Pension Scheme that immediately predated the Single Scheme in the organisation. Progress to Step 6.0 • If “yes”, progress to Step 4.4
4.4	If the applicant has broken their pensionable public service link by more than 26 consecutive weeks since 1 January 2013 and the date they are due to take up their new post, was any period of this break attributed to unpaid leave in an earlier pensionable post that, if disregarded, would mean the applicant did not a break of 26 consecutive weeks was not exceeded?	<ul style="list-style-type: none"> • “Unpaid leave” refers to a Career Break, Special Unpaid Leave of Absence of a form of protected unpaid leave (e.g. maternity or paternity leave, unpaid parental leave, unpaid Carer’s Leave, etc.) that may have been availed of subsequent to 1 January 2013. Such periods of leave may be disregarded in assessing whether or not there has been a break of 26 consecutive weeks in an applicant’s pensionable Public Service employment “link”. • If “yes”, the applicant should be included in the applicable legacy Pension Scheme that immediately predated the Single Scheme in the organisation. Progress to Step 6.0 • If “no”, the applicant should be included in the Single Pension Scheme. Progress to Step 5.0

5.0	Recruitment Section includes Single Scheme Pensions Clause on Contract of Employment	<ul style="list-style-type: none"> • Insert appropriate Single Pension Scheme Clause on Contract of Employment. • Progress to Step 5.1
5.1	Pensions Section notes membership of Single Pension Scheme	<ul style="list-style-type: none"> • Review undertaken of prior periods of Single Scheme membership based on information provided by member on completed Applicant Declaration Form and any subsequent queries raised; • If it is established that the member has availed of a Single Scheme refund within the last 24 months, the member should be reminded that they may restore earlier referable amounts by repaying the relevant refund with compound interest. This may require the Pensions Section to engage with the Pensions Section in the new hire's former employer to ascertain details of refund received, date refund paid, attaching information on referable amounts, etc. • Progress to Step 5.2
5.2	Payroll Section notes membership of Single Pension Scheme	<ul style="list-style-type: none"> • Payroll deductions for the Single Pension Scheme commence from the date of hire/re-hire; • Process ends
6.0	Recruitment Section includes the organisation's legacy (Pre-Single) Pension Scheme Clause on Contract of Employment	<ul style="list-style-type: none"> • Insert appropriate legacy Pension Scheme Clause on Contract of Employment. • Progress to Step 6.1

6.1	Pensions Section notes membership of the organisation's legacy (Pre-Single)Pension Scheme	<ul style="list-style-type: none"> • Relevant recruitment activity with member related to legacy (Pre-Single) Pension Scheme is outside of scope of this document. • Progress to Step 6.2
6.2	Payroll Section notes membership of the organisation's legacy (Pre-Single)Pension Scheme	<ul style="list-style-type: none"> • Payroll deductions for the organisation's legacy (Pre-Single)Pension Scheme commence from the date of hire/re-hire; • Process ends

Disclaimer: *This Recommended Scheme Procedure has been designed by the DPER Single Pension Project Team for straightforward cases that administrators might expect to encounter on a day-to-day basis. It does not purport to cover all eventualities and no liability is accepted by the Minister for Public Expenditure & Reform for any omissions or errors arising. Administrators should carefully consult the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and associated regulations that, at all times, have precedence.*

Case Study Example 1

Assumptions:

- John has been offered a position from 1 Nov 2017 with RA Inc.

JOHN SMITH

EXPERIENCE

SENIOR ADMINISTRATOR, GLOBAL PRIVATE COMPANY LTD, DUBLIN

Sept 2002 – Oct 2017

Reason for Leaving: N/A (current employer)

JUNIOR ADMINISTRATOR, SMALL PRIVATE COMPANY LTD, SYDNEY

Oct 2000 – July 2011

Reason for Leaving: Returned to Ireland for promotional opportunity

EDUCATION

BEST UNIVERSITY – IRELAND

Sept 1996 - Sept 2000

REFERENCES

CONOR WALSH

HR specialist, Global Private Company Ltd, Dublin

123-4567890

Applicant Declaration Form

To Be Completed By All Persons Taking Up Pensionable Employment with Relevant Authority Inc. ("RA Inc.")

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 Inc. 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)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(B)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(C)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(D)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(E)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> 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 RA Inc.'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 RA Inc., expecting to receive pensionable pay from another Irish Public Service Body. I undertake to promptly notify RA Inc.'s HR Department in writing should this position change;

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

- b. I **WILL BE**, during the course of my employment with RA Inc., 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:

- RA Inc. 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 RA Inc. 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 Inc. 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 RA Inc.. 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 Inc.**

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

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:

John Smith

Name (Block Capitals):

John Smith

Date:

21/10/2017

PPS Number: 1234567T

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

**Carly Murphy
RA Inc.
Alpha Street
Cork**

Case Study Example 2

Assumptions:

- Lucas has been offered a position from 1 Nov 2017 with RA Inc.

LUCAS NOWAK

EXPERIENCE

HIGHER EXECUTIVE OFFICER, DEPARTMENT OF HEALTH, DUBLIN

Jan 2012 – to date

Reason for leaving: n/a

EDUCATION

TOP UNIVERSITY – IRELAND

Sept 2008 – Oct 2012

REFERENCES

CARLY MURPHY

HR specialist, Dept. of Health

123-4567890

Applicant Declaration Form
**To Be Completed By All Persons Taking Up Pensionable
Employment with
Relevant Authority Inc. "RA Inc."**

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 Inc. 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) <i>Department of Health, Dublin</i>	<i>01/01/2012</i>	<i>To Date</i>	<input checked="" type="radio"/> NO OR <input type="radio"/> YES
(B)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(C)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(D)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(E)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES

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

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 RA Inc.'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 RA Inc., expecting to receive pensionable pay from another Irish Public Service Body. I undertake to promptly notify RA Inc.'s HR Department in writing should this position change; **[Go to Section 7]**
- b. I **WILL BE**, during the course of my employment with RA Inc., 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:

- RA Inc. 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 RA Inc. 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 Inc. 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 RA Inc.. 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 Inc.**

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

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: *Lucas Nowak*

Name (Block Capitals): *Lucas Nowak*

Date: *21/10/2017*

PPS Number: *5554545S*

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

**Sean Kelly
RA Inc.
123 Main Street
Numbertown**

Case Study Example 3

Assumptions:

- Philip has been offered a position from 1 Nov 2017 with RA Inc.

Applicant Declaration Form

To Be Completed By All Persons Taking Up Pensionable Employment with Relevant Authority "RA Inc."

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 Inc. 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) <i>Irish Film Board</i>	<i>01/01/2017</i>	<i>present</i>	<input checked="" type="radio"/> NO OR <input type="radio"/> YES
(B)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(C)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(D)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(E)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> 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 RA Inc.'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 RA Inc., expecting to receive pensionable pay from another Irish Public Service Body. I undertake to promptly notify RA Inc.'s HR Department in writing should this position change; **[Go to Section 7]**
- b. I **WILL BE**, during the course of my employment with RA Inc., 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:

- RA Inc. 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 RA Inc. 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 Inc. 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 RA Inc.. 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 Inc.**

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

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: *Philip Mark*

Name (Block Capitals): *Philip Mark*

Date: *21/10/2017*

PPS Number: *2587587U*

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

**Sean Kelly
RA Inc.
123 Main Street
Numbertown**

Case Study

Example 4

Assumptions:

- Lily has been offered a full-time position from 1 Nov 2017 with RA Inc.
- Lily will be resigning from her current post in Food Safety Authority of Ireland to take up this new role with RA Inc.

LILY BUTLERS

EXPERIENCE

CLERICAL OFFICER (PART-TIME), FOOD SAFETY AUTHORITY

Jan 2012 – present

EDUCATION

MEDIA UNIVERSITY – IRELAND

Sept 2011 - Sept 2016

REFERENCES

GRACE POWER

HR specialist, Food Safety Authority of Ireland
123-4567890

Case Study

Example 5

Assumptions:

- Maria has been offered a position from 1 Nov 2017 with RA Inc.

MARIA MARTIN

EXPERIENCE

SENIOR ADMINISTRATOR, GLOBAL PRIVATE COMPANY LTD, CORK

Nov 2012 – Oct 2017

Reason for Leaving: N/A (current employer)

LECTURER IN FINANCIAL ADMINISTRATION, UCD

Sept 2002 – Oct 2012

Reason for Leaving: Resigned to take up more senior post in private sector

EDUCATION

FAMOUS UNIVERSITY – IRELAND

Sept 1999 - Sept 2002

REFERENCES

CONOR WALSH

HR specialist, Global Private Company Ltd
123-4567890

Applicant Declaration Form

To Be Completed By All Persons Taking Up Pensionable Employment with Relevant Authority Inc. ("RA Inc.")

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 Inc. 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) <i>UCD</i>	<i>11/09/2002</i>	<i>31/10/2012</i>	<input checked="" type="checkbox"/> NO OR <input type="checkbox"/> YES
(B)	/ /	/ /	<input type="checkbox"/> NO OR <input type="checkbox"/> YES
(C)	/ /	/ /	<input type="checkbox"/> NO OR <input type="checkbox"/> YES
(D)	/ /	/ /	<input type="checkbox"/> NO OR <input type="checkbox"/> YES
(E)	/ /	/ /	<input type="checkbox"/> NO OR <input type="checkbox"/> YES

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

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 RA Inc.'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 RA Inc., expecting to receive pensionable pay from another Irish Public Service Body. I undertake to promptly notify RA Inc.'s HR Department in writing should this position change; [Go to Section 7]
- b. I **WILL BE**, during the course of my employment with RA Inc., 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:

- RA Inc. 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 RA Inc. 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 Inc. 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 RA Inc.. For example, reduction in existing pensions in payment (abatment).
- **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 Inc.**

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

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:

Maria Martin

Name (Block Capitals):

MARIA MARTIN

Date:

21 /10 /2017

PPS Number: *7654321A*

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

**Grace Power
RA Inc.
Big street
Meath**

Case Study Example 6

Assumptions:

- Anne has been offered a position from 1 Nov 2017 with RA Inc.

ANNE DUNNE

EXPERIENCE

EXPERIENCED TRAVELLER, WORLDWIDE

April 2017 – Sept 2017

HR CLERICAL OFFICER, DEPARTMENT OF DEFENCE, GALWAY

Jan 2007 – April 2017

Reason for Leaving: Wanted to travel around the world

EDUCATION

OFF YOU GO COLLEGE – IRELAND

Sept 2003 - Sept 2006

REFERENCES

CARLY MURPHY

HR specialist, Dept. of Defence

123-4567890

Applicant Declaration Form

To Be Completed By All Persons Taking Up Pensionable Employment with Relevant Authority Inc. "RA Inc."

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 Inc. 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) <i>Dept. of Defence</i>	<i>01/01/2007</i>	<i>28/04/2017</i>	<input checked="" type="radio"/> NO OR <input type="radio"/> YES
(B)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(C)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(D)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(E)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> 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) <i>Unpaid leave</i>	<i>28/04/2017</i>	<i>27/09/2017</i>
(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 RA Inc.'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 RA Inc., expecting to receive pensionable pay from another Irish Public Service Body. I undertake to promptly notify RA Inc.'s HR Department in writing should this position change; [Go to Section 7]
- b.** I **WILL BE**, during the course of my employment with RA Inc., 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:

- RA Inc. 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 RA Inc. 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 Inc. 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 RA Inc.. For example, reduction in existing pensions in payment (abatements).
- **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 Inc.**

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

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:

Anne Dunne

Name (Block Capitals): *Anne Dunne*

Date: *21/10/2017*

PPS Number: *8787878J*

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

**Sean Kelly
RA Inc.
123 Main Street
Numbertown**

Case Study Example 7

Assumptions:

- Pablo has been offered a position from 1 Nov 2017 with RA Inc.

PABLO LOPEZ

EXPERIENCE

TRAVELLING AROUND ASIA

April 2017 – Oct 2017

ADMINISTRATOR OFFICER, DEPARTMENT OF AGRICULTURE, ATHLONE

Jan 2007 – April 2017

Reason for leaving: Wanted to go travelling

JUNIOR ADMINISTRATOR, SMALL PRIVATE COMPANY LTD, CORK

Sept 2006 – Dec 2006

Reason for leaving: New career opportunity

EDUCATION

AROUND THE WORK COLLEGE, GALWAY

Sept 2003 – Sept 2006

REFERENCES

CARLY MURPHY

HR specialist, Dept. of Agriculture

123-4567890

Applicant Declaration Form

To Be Completed By All Persons Taking Up Pensionable Employment with Relevant Authority Inc. "RA Inc."

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 Inc. 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) <i>Dept. of Agriculture</i>	<i>01/01/2007</i>	<i>28/04/2017</i>	<input checked="" type="radio"/> NO OR <input type="radio"/> YES
(B)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(C)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(D)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(E)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> 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 RA Inc.'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 RA Inc., expecting to receive pensionable pay from another Irish Public Service Body. I undertake to promptly notify RA Inc.'s HR Department in writing should this position change; **[Go to Section 7]**
- b. I **WILL BE**, during the course of my employment with RA Inc., 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:

- RA Inc. 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 RA Inc. 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 Inc. 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 RA Inc.. 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 Inc.**

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

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: *Pablo Lopez*

Name (Block Capitals): *Pablo Lopez*

Date: *21/10/2017*

PPS Number: *7878787P*

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

**Sean Kelly
RA Inc.
123 Main Street
Numbertown**

Case Study

Example 8

Assumptions:

- Kasia has been offered a position from 1 Nov 2017 with RA Inc.

KASIA KOWALSKI

EXPERIENCE

MARKETING EXECUTIVE, IRISH FILM BOARD, GALWAY

Jan 2007 – present

SALES ASSISTANT, LOCAL STORE LTD, MAYO

Sept 2006 – Dec 2006

Reason for leaving: Full time position offered

EDUCATION

BEST COLLEGE – DUBLIN, IRELAND

Sept 2003 – Sept 2006

REFERENCES

SEAN KELLY

HR specialist, Irish Film Board

123-4567890

Applicant Declaration Form

To Be Completed By All Persons Taking Up Pensionable Employment with Relevant Authority Inc. "RA Inc."

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 Inc. 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) <i>Irish Film Board</i>	<i>01/01/2007</i>	<i>present</i>	○ 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) <i>Maternity leave</i>	<i>21/12/2016</i>	<i>31/10/2017</i>
(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 RA Inc.'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 RA Inc., expecting to receive pensionable pay from another Irish Public Service Body. I undertake to promptly notify RA Inc.'s HR Department in writing should this position change; **[Go to Section 7]**
- b. I **WILL BE**, during the course of my employment with RA Inc., 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:

- RA Inc. 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 RA Inc. 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 Inc. 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 RA Inc. 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 Inc.**

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

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: *Kasia Kowalski*

Name (Block Capitals): *Kasia Kowalski*

Date: *21/10/2017*

PPS Number: *5656565U*

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

**Grace Power
RA Inc.
Big Street
Small Town**

Case Study Example 9

Assumptions:

- James has been offered a position from 1 Nov 2017 with RA Inc.

JAMES O'NEILL

EXPERIENCE

SENIOR ADMINISTRATOR, THE COMPANY DOWN UNDER LTD, PERTH

Jan 2016 – July 2017

Reason for leaving: Returning to Ireland

PROJECT MANAGER ASSISTANT, SCIENCE FOUNDATION IRELAND, DUBLIN

Jan 2008 – Aug 2015

Reason for leaving: To avail of a 3 year Career Break as part of extended working holiday

ADMINISTRATOR, GLOBAL PRIVATE COMPANY LTD, DUBLIN

Sept 2007 – Dec 2007

Reason for leaving: Better position offered by Science Foundation Ireland

EDUCATION

FAMOUS UNIVERSITY – IRELAND

Sept 2004 – Sept 2007

REFERENCES

GRACE POWER

HR specialist, Science Foundation Ireland

123-4567890

Applicant Declaration Form

To Be Completed By All Persons Taking Up Pensionable Employment with Relevant Authority Inc. "RA Inc."

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 Inc. 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) <i>Science Foundation Ireland</i>	<i>01/01/2008</i>	<i>01/09/2015</i>	✓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) <i>Career break</i>	<i>01/09/2015</i>	<i>31/08/2018</i>
(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 RA Inc.'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 RA Inc., expecting to receive pensionable pay from another Irish Public Service Body. I undertake to promptly notify RA Inc.'s HR Department in writing should this position change; [Go to Section 7]
- b. I **WILL BE**, during the course of my employment with RA Inc., 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:

- RA Inc. 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 RA Inc. 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 Inc. 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 RA Inc.. 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 Inc.**

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

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: *James O'Neill*

Name (Block Capitals): *James O'Neill*

Date: *21/10/2017*

PPS Number: *6565655K*

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

**Grace Power
RA Inc.
Big Street
Small Town**

Case Study Example 10

Assumptions:

- Catherine has been offered a position from 1 Nov 2017 with RA Inc.

CATHERINE BURKE

EXPERIENCE

CLERICAL OFFICER, DONEGAL COUNTY COUNCIL

Sept 2010 – To Date

EDUCATION

UNIVERSAL SECRETARIAL COLLEGE – LONDON

Jan 1995 – Dec 1996

REFERENCES

GRACE POWER

HR specialist, Donegal County Council

123-4567890

Applicant Declaration Form

To Be Completed By All Persons Taking Up Pensionable Employment with Relevant Authority Inc. ("RA Inc.")

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 Inc. 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) <i>Donegal County Council</i>	<i>01/09/2010</i>	<i>present</i>	<input checked="" type="radio"/> NO OR <input type="radio"/> YES
(B)			<input type="radio"/> NO OR <input type="radio"/> YES
(C)			<input type="radio"/> NO OR <input type="radio"/> YES
(D)			<input type="radio"/> NO OR <input type="radio"/> YES
(E)			<input type="radio"/> NO OR <input type="radio"/> 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) Carer's leave	15/08/12	15/05/13
(B) Personal leave	28/02/17	31/10/17
(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 RA Inc.'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 RA Inc., expecting to receive pensionable pay from another Irish Public Service Body. I undertake to promptly notify RA Inc.'s HR Department in writing should this position change; **[Go to Section 7]**
- b. I **WILL BE**, during the course of my employment with RA Inc., 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:

- RA Inc. 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 RA Inc. 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 Inc. 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 RA Inc.. For example, reduction in existing pensions in payment (abatements).
- **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 Inc.**

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

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: *Catherine Burke*

Name (Block Capitals): *Catherine Burke*

Date: *21/10/2017*

PPS Number: *6363535F*

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

**Carly Murphy
RA Inc.
Alpha Street
Beta Town**

Case Study

Example 11

Assumptions:

- Mary has been offered a position from 1 Nov 2017 with RA Inc.
- For this part-time position with RA Inc., she will earn €20K gross pa.
- Mary is retired from HSE. If she had not retired from her HSE post, her HSE earnings today would be €55K gross pa.

MARY FINN

EXPERIENCE

PRESS OFFICER, HSE

Jan 1976 – April 2016

EDUCATION

UNIVERSAL COLLEGE – IRELAND

Sept 1973 - Sept 1975

REFERENCES

GRACE POWER

HR specialist, HSE

123-4567890

Applicant Declaration Form

To Be Completed By All Persons Taking Up Pensionable Employment with Relevant Authority "RA Inc."

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 Inc. 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) <i>HSE</i>	<i>01/01/1976</i>	<i>28/04/2016</i>	<input checked="" type="radio"/> NO OR <input type="radio"/> YES
(B)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(C)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(D)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(E)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> 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 RA Inc.'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	HSE
Current annual gross pension & Date of First Payment	€25,000 30/04/2016
Lump Sum & Date of Payment	€70,000 30/04/2016
Contact details of Payroll Office for these benefits	Grace Power HSE Payroll Officer Merchants Quay, D2

[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 RA Inc., expecting to receive pensionable pay from another Irish Public Service Body. I undertake to promptly notify RA Inc.'s HR Department in writing should this position change; [Go to Section 7]
- b. I **WILL BE**, during the course of my employment with RA Inc., 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:

- RA Inc. 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 RA Inc. 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 Inc. 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 RA Inc.. 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 Inc.**

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

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: *Mary Finn*

Name (Block Capitals): *Mary Finn*

Date: *21/10/2017*

PPS Number: *7878787P*

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

**Sean Kelly
RA Inc.
123 Main Street
Numbertown**

Case Study

Example 12

Assumptions:

- Frank has been offered a part-time position from 1 Nov 2017 with RA Inc.
- For this part-time position with RA Inc., he will earn €40K gross pa.
- Frank is retired from St James's Hospital (SJH). If he had not retired from his SJH post, his SJH earnings today would be €60K gross pa.

FRANK HILL

EXPERIENCE

MEDICAL SCIENTIST, ST JAMES'S UNIVERSITY HOSPITAL

Jan 1976 – Dec 2012

EDUCATION

MEDICAL SCIENCE COLLEGE – IRELAND

Sept 1973 - Sept 1975

REFERENCES

CARLY MURPHY

HR specialist, SJH

123-4567890

Applicant Declaration Form

To Be Completed By All Persons Taking Up Pensionable Employment with Relevant Authority "RA Inc."

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 Inc. 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) <i>St James's Hospital</i>	<i>01/01/1976</i>	<i>31/12/2012</i>	<input checked="" type="radio"/> NO OR <input type="radio"/> YES
(B)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(C)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(D)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> YES
(E)	/ /	/ /	<input type="radio"/> NO OR <input type="radio"/> 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 RA Inc.'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	<i>St James's Hospital</i>
Current annual gross pension & Date of First Payment	<i>€30,000 30/01/2013</i>
Lump Sum & Date of Payment	<i>€60,000 04/01/2013</i>
Contact details of Payroll Office for these benefits	<i>Annette Curtain Payroll Office St James's Hospital</i>

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

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 RA Inc., expecting to receive pensionable pay from another Irish Public Service Body. I undertake to promptly notify RA Inc.'s HR Department in writing should this position change; [\[Go to Section 7\]](#)
- b. I **WILL BE**, during the course of my employment with RA Inc., 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:

- RA Inc. 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 RA Inc. 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 Inc. 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 RA Inc.. 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 Inc.**

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

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: *Frank Hill*

Name (Block Capitals): *Frank Hill*

Date: *21/10/2017*

PPS Number: *8548548Y*

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

**Sean Kelly
RA Inc.
123 Main Street
Numbertown**

7. Workings for Practical Examples



Example 1

- John has been offered a pensionable position in a Relevant Authority (RA) Inc.
- He has been working in the private sector for the past 15 years.
- He has never worked in a pensionable Public Service job before.
- He is starting on 01 Nov 2017

- No previous pensionable public service employment.
- Started Public Service employment after 01/01/2013.

- **Decision: Single Pension Scheme**

Example 2



- Lucas is starting on 1 Nov 2017 with Relevant Authority Inc.
- He has been in a pensionable employment with the Department of Health since 1 Jan 2012.
- There was no gap between his employment with the Department of Health and Relevant Authority Inc.

- Even though Lucas is starting on 1 Nov 2017, he has previous pensionable employment in the public service before 1 Jan 2013 and there is no gap between his employments.

- **Decision: Pre-Existing Scheme. Document for file**

Example 3



- Philip has been offered a position with RA Inc.
- He has been in a pensionable employment with the Irish Film Board since 1 Jan 2017

- Fully completed Applicant Declaration Form has been received
- No CV or other career history details available

- **Decision: Completed Applicant Declaration Form is a statutory requirement. The information provided is sufficient. Assign to Single Pension Scheme**

Example 4



- Lily has been offered a position with RA Inc.
- She has been in pensionable Public Service employment since 1 Jan 2012
- No Applicant Declaration Form provided by Lily
- CV/Recruitment resources provided showing dates of employment with the Food Safety Authority Ireland
- **Decision: Applicant Declaration Form is a statutory requirement. Lily should not be permitted to take up her position until fully completed Applicant Declaration Form is submitted.**

Example 5



- Maria was in a pensionable public service employment for 10 years up until October 2012.
- She resigned from her job and went to the private sector for the past 5 years.
- Maria is starting in a pensionable position with Relevant Authority Inc on 1 Nov 2017.
- Started latest Public Service employment after 1 Jan 2013.
- Resigned her last public service employment.
- Gap of more than 26 continuous weeks.
- **Decision: Single Pension Scheme.**

Example 6



- Anne has been working for the Department of Defence since 1 Jan 2007.
- She went on unpaid leave on the 28 April 2017 and went travelling for 5 months and then resigned from her post.
- She is starting a pensionable position with Relevant Authority Inc on 1 Nov 2017.

- Even though Anne is starting on 1 Nov 2017, she has previous pensionable employment in the public service before 1 Jan 2013 with a gap of less than 26 weeks.

- **Decision: Pre-Existing Scheme. Document for file.**

Example 7



- Pablo has been working for the Department of Agriculture since 1 Jan 2007.
- He resigned his post on 28 April 2017 and went travelling for 6 months.
- He is starting a pensionable position with Relevant Authority on 1 Nov 2017.

- New employment starting after 1 Jan 2013.
- Even though Pablo had previous pensionable public service employment, there is a gap of more than 26 weeks.

- **Decision: Single Pension Scheme.**

Example 8



- Kasia is starting in a new pensionable position with Relevant Authority Inc on 1 Nov 2017.
- She has just finished availing of 12 months paid/unpaid maternity leave and parental leave with the Irish Film Board.
- She has been with the Irish Film Board in a pensionable position for the past 10 years.
- Even though Kasia is starting on 1 Nov 2017, she was on protected leave and therefore the 26 weeks gap rule does not apply.
- **Decision: Pre-Existing Scheme. Document for file.**

Example 9



- James has been in pensionable employment with Science Foundation Ireland since 1 Jan 2008.
- On 1 Sept 2015, he decided to take an approved career break for 3 years.
- He went to Australia and worked there for a year and a half.
- He came back to Ireland in August 2017 after being successful for a promotion in the public service. He is starting with Relevant Authority Inc on the 1 Nov 2017.
- James was on approved leave and therefore was exempted from the 26 weeks gap rule.
- **Decision: Pre-Existing Pension Scheme. Document for file.**

Example 10



- Catherine has been offered a pensionable position with Relevant Authority Inc.
- She has been working with Donegal County Council since Sept 2010.

- A reference to 'personal leave' for the last 8 months has been noted on her Applicant Declaration Form.
- It is unclear what is meant by 'personal leave' and whether or not it is a form of approved leave.

- **Decision: Cannot make decision based on information provided. Revert to applicant and/or former employer for clarification.**

Example 11



- Mary has been offered a position with RA Inc. earning €20K for some part-time work.
- She is currently receiving a pension of €25,000 pa (gross) from the HSE
- If Mary have not retired from her HSE post in 2016, her earnings today would be €55K pa

Workings:

1. Scope for post-retirement public service earnings is determined by subtracting current HSE pension from current salary of retired HSE post:

$$€55K - €25K = €30K \text{ pa}$$

2. Proposed post-retirement public service earnings: **€20K pa**

Decision: As 2. does not exceed 1., the HSE pension does not need to be abated. Single Pension Scheme

Example 12



- Frank has been offered a position with RA Inc. earning €40K pa for some part-time work.
- He is currently receiving a pension of €30K pa from St James's Hospital
- If Frank had not retired from SJH post in 2012, his earnings today would be €60K

Workings:

1. Scope for post-retirement public service earnings is determined by subtracting current SJH pension from current salary of retired SJH post:

$$€60K - €30K = €30K \text{ pa}$$

2. Proposed post-retirement public service earnings: **€40K pa**

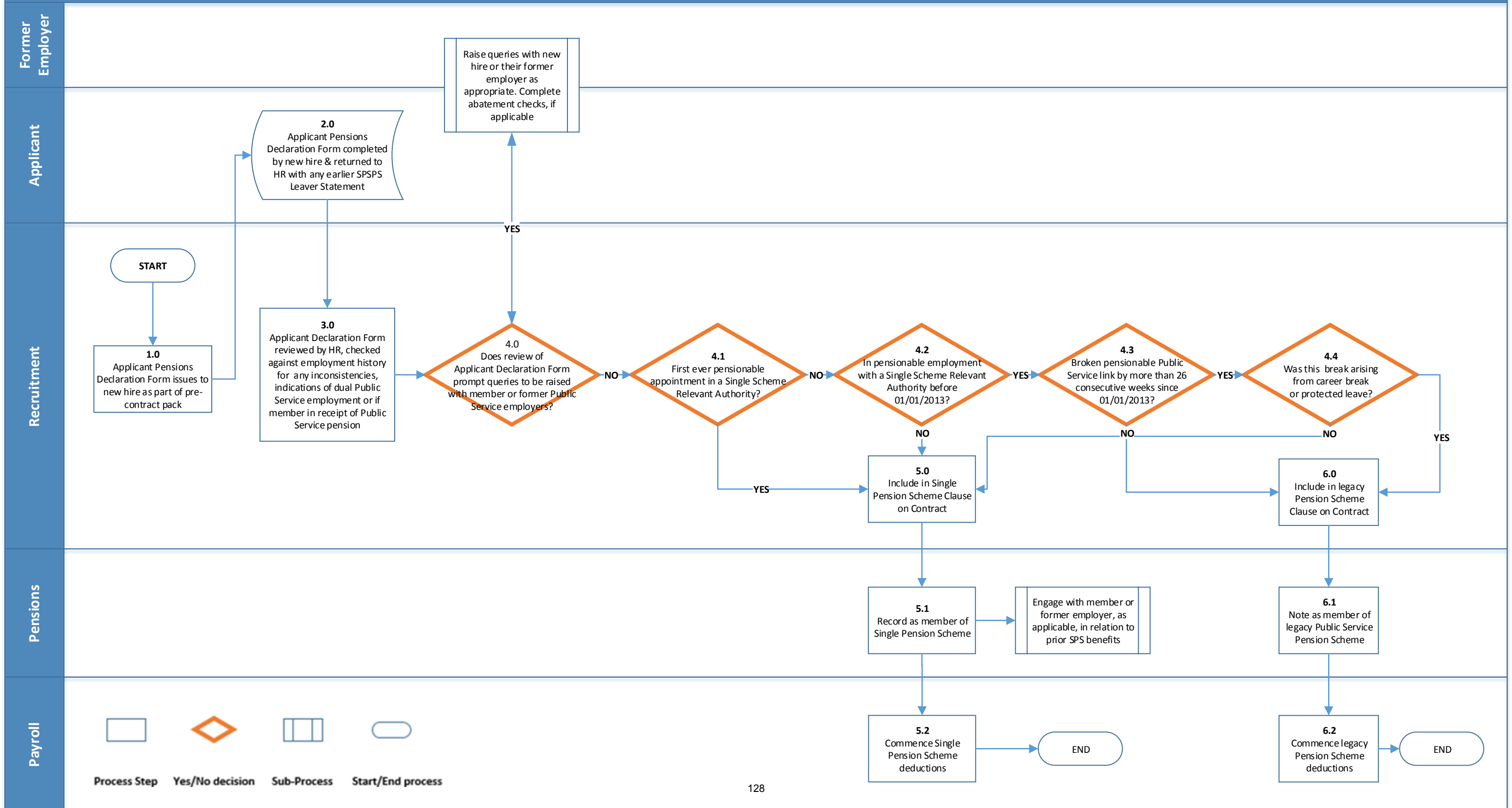
Decision: As 2. exceeds 1., the SJH pension will need to be abated by €10K pa initially by SJH for duration of post-retirement re-engagement. SJH and Frank will need to be informed. Single Pension Scheme

Disclaimer: This Recommended Process has been designed by the DPER Single Pension Project Team for straightforward cases that administrators might expect to encounter on a day-to-day basis. It should be read in conjunction with the relevant Process Guidelines. It does not purport to cover all eventualities and no liability is accepted by the Minister for Public Expenditure & Reform for any omissions or errors arising. Administrators should carefully consult the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and associated regulations that, at all times, have precedence.

Recruitment of Pensionable Employee

SSAP – Phase 1

SPS.REC.PM.01 (Phase 1)



Single Public Service Pension Scheme

www.singlepensionscheme.gov.ie