APPLICATION FOR A POTENTIAL AWARD OF

PROFESSIONAL ADDED YEARS

Please complete the following in as much detail as possible. On completion please forward to the Pensions and Superannuation Section, Human Resources Division or to pensions@ul.ie.

* **You are required to complete the requested detail in full, as the information provided will determine your professional added year’s award.**
* **Information provided should be accurate and complete. Please note, in the event of incorrect information being provided to the Pensions Committee, the indicative award may be inaccurate.**
* **All post secondary qualifications and a full list of your employment history is required, including positions held prior to obtaining qualifications etc. The Pensions Office reserves the right to request further supporting information as necessary.**
* **Human Resources are available to assist applicants should they need any assistance in completing the form: please contact pensions@ul.ie**
* **Added years are awarded under defined rules based on educational qualifications, professional qualifications and relevant work experience.**
* **Please ensure you sign this application.**

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| ***Personal Details*** |
| ***Name***       | ***Surname***       | ***Title***  |
| ***Date of Birth:***       |
| ***Employee ID Number:***       |

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| ***UL Employment Details*** |
| ***Initial Start Date:***        |
| ***Initial Post/Grade Appointed to in UL***       |
| ***Initial Department Appointed to:***       |
| ***Present Grade:***       |
| ***Present Department:***       |

**Post Secondary Education Details**

*(Please details in chronological order i.e. most recent award first)*

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| **Dates** | **Name of Educational Institution** | **Level of Educational Award** | **Full Title of Educational Award** | **Full Time or Part Time Study**Tick appropriate Box |
| ***From******dd/mm/year*** | ***To******dd/mm/year*** |  |  |  |  |
|       |       |       |  |       | **Full Time** [ ]  **Part Time** [ ]  |
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|       |       |       |  |       | **Full Time** [ ]  **Part Time** [ ]  |
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|       |       |       |  |       | **Full Time** [ ]  **Part Time** [ ]  |
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|       |       |       |  |       | **Full Time** [ ]  **Part Time** [ ]  |

Professional Qualifications

*(Please details in chronological order i.e. most recent award first)*

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| ***Period of Study*** | **Professional Qualification Awarded** | **Name of Qualifying Body** |
| ***From******dd/mm/year*** | ***To******dd/mm/year*** |
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# Full Employment History

*(Please give detail in chronological order i.e. most recent work experience first.)*

This should include your full employment history and consultancy may be included. If consultancy is listed documentary evidence, supporting each period of consultancy claimed must be provided as evidence. Examples of evidence may include written references from clients etc. Please consult HR for further assistance if necessary.

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| **Dates:** | **From*****dd/mm/year*** | **To*****dd/mm/year*** |  |
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| **Employer Name** |       |
| **Job Title** |       |
| **Employer Address** |       |
| **Reporting to** *(indicate post)* |       |
| **Key Responsibilities** (Details provided should indicate the position within the organisation and the main areas of responsibility, to enable the relevance of the position to the Professional Added Years post to be established). |       |
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| **Full Time**  | Tick appropriate Box[ ]  |  |
| **Part Time**  | [ ]  | Percentage of Full Time Worked (e. g. Job Share = 50%) |  |
| **Pensionable Position** |  **Yes** **[ ]  No [ ]**  |
| **Preserved Benefits?** *(Retained entitlement to pension and/or lump sum benefits at retirement.)* |  **Yes [ ]  No [ ]**  |

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| **Applicant Signature:** |  |
| **Date:** |  |