

SOUTH EAST TECHNOLOGICAL UNIVERSITY – HR DEPARTMENT



NB: Incomplete forms will be returned unprocessed

To Be Completed By The Employee Only – Please print name and address

Forename: _____ **Middle Initial:** _____ **Surname:** _____

Address: _____ **Mobile No:** _____

_____ **Date of Birth:** _____

_____ **P.P.S No:** _____

PRSI Class: (A or D) _____ **Is W.I.T your main employer: Yes** **No**

Telephone No: _____ **E-mail:** _____

In case of an emergency, please contact:
Name: _____ **Phone No:** _____

N. B. In order to ascertain if you are liable for the pension related levy, please tick one of the following:

1. I am in receipt of a pension from a public sector scheme
2. I am member of another public sector pension scheme/working in another public sector body
3. I retain an entitlement to a preserved benefit award from a previous employment with a public sector body
4. None of the above

(Please note that if pt. 4. is applicable to an employee the declaration sheet does not need to be completed. External Examiners/Reviewers should not complete the declaration form)

BANK A/C DETAILS:

A/C No.: _____ **Sort Code:** _____

A/C. Holders Name: _____ **Bank Name:** _____

Bank Branch: _____

IBAN: _____ **BIC:** _____

(NB: Forms will be returned if IBAN and BIC codes are not given)

Signature: _____ **Date:** _____

(NB: This form should only be signed if it is completed clearly and in full)

To Be Completed By Head of Department/School/Function/Central Services Manager Only:

Job Title in WIT: _____ **Location:** _____

Start Date of WIT Contract: _____ **End Date of WIT Contract:** _____

Category: *(Please mark clearly as appropriate)*

Academic – Part-time
Administration – Temporary
Visiting Lecturer
Governing Body Member
Postgraduate/Research Student

<input type="checkbox"/>	Academic – PWT or TWT	<input type="checkbox"/>
<input type="checkbox"/>	Administration – Full-time	<input type="checkbox"/>
<input type="checkbox"/>	Extern Examiner	<input type="checkbox"/>
<input type="checkbox"/>	Interview Board Member	<input type="checkbox"/>
<input type="checkbox"/>	Work Experience	<input type="checkbox"/>

Other: _____ **Salary:** _____

Cost Centre: _____ **Department:** _____

Signed: _____ **Print Name:** _____

Head of Department/School/Function/Central Services Manager
(NB: This form should only be signed if it is completed clearly and in full)

To be Completed by the Recruitment Officer or Employee Relations Officer at WIT Only:

Staff ID. No.: _____ **Fortnightly/Monthly Set-Up:** _____

Pay scale: _____ **Point:** _____ **Incremental Date:** _____

Pay Group: Fortnightly: Monthly:

Signed: _____

Ms. Sue Hurley, Human Resources Manager
(NB: This form should only be signed if it is completed clearly and in full)

***** PLEASE NOTE THAT FAILURE TO COMPLETE ALL FIELDS WILL MAY RESULT IN A DELAY IN YOUR PAYMENT AS INCOMPLETE FORMS WILL BE RETURNED.**

Declaration

Declaration under Section 51 (Duty to make declarations, etc.) of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012

1. Section 51 (*Duty to make declarations, etc.*) of the *Public Service Pensions (Single Scheme and Other Provisions) Act 2012* requires that:

(1) 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 South East Technological University .

Declaration:

I hereby declare that I have (*) / do not have (*delete as appropriate*) entitlement to any of the pension benefits specified above. [To be completed by persons taking up an appointment in the public service.]

Signed	
Name (Block Capitals)	
PPSN	
Date	

I hereby declare that my last employment was in a public service body:

Yes No

If yes, please state name of public body: _____

Signed: _____ Date: _____

Print Name: _____