**Form EJRA 2B: To be completed by department (or equivalent) for an applicant for a second or further extension**

**Please review the information below before completing this form**

All requests for second or further extensions to the EJRA (Employer Justified Retirement Age) will be considered by the EJRA Committee. The Committee makes its evaluation of each individual case against Section VII of the [EJRA Procedure](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481). Departments should consult the relevant departmental committee in order to complete this form ([see Procedure, para 17](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481)).

Departments should consider how far the purpose for which the original extension was granted has been frustrated, and to what extent the circumstances responsible for this were unforeseeable.

The individual and departmental submissions (EJRA 1B and this EJRA2B forms) should be collated after review by the appropriate departmental committee and forwarded to the Head of Division by the deadline for the next gathered field exercise as published on the [HR Support website.](https://hr.admin.ox.ac.uk/the-ejra#tab-1540871)

Before the collated submissions are seen by the EJRA Committee, the applicant will have the opportunity to comment on the submissions made by their Department and Division. The applicant may also be asked to clarify in writing any point in their own submission that the Committee Chair considers unclear.

|  |
| --- |
| **PART 1 – Applicant information** |
| Department |  |
| Departmental Committee reviewing EJRA application |  |
| Date of committee at which application was reviewed |  |
| Applicant’s title and name |  |
| Applicant’s job title |  |
| Applicant’s current retirement date |  |
| Does the applicant hold a cross-departmental appointment? | YES / NOIf YES, please answer Part 3 below |

|  |
| --- |
| **PART 2 – Departmental considerations** |
| *Please provide factual comment only on the considerations below. Evaluative comments or testimonials will not be considered by the EJRA Committee.*  |
| Please explain how far the purpose for which the original extension was granted has been frustrated, and to what extent the circumstances responsible for this were unforeseeable. See[Procedure](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481), Section VII.  |

|  |
| --- |
| **PART 3 – Cross-departmental appointments**  |
| *In the case of cross-departmental appointments, it is the lead employing department that should complete this form.* |
| If applicable, please confirm that the other relevant department(s) have been consulted, and report or attach any information provided by them in response. |

|  |
| --- |
| **Part 4 - Declaration** |
| I confirm that the appropriate departmental committee has considered the application, and that there has been discussion between me and the applicant in accordance with the EJRA Procedure.  |
| Signature:*(Head of Dept or equivalent)* |  | Date: |  |

|  |
| --- |
| **Part 5 – Applicant comment** |
| Applicant’s comments on departmental submission [*to be added at final stage before submission to the EJRA Committee*]:  |
| Applicant’s signature: |  | Date: |  |