|  |
| --- |
| **Form EJRA 1B: To be completed by all applicants for a second or further extension to the EJRA**  **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. To help the Committee to make a full evaluation of each case, applicants should complete this form as fully as possible.  Applicants should read the [EJRA Procedure](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481) Section VII carefully before completing this form.  Applicants are particularly advised to take advice, independent where appropriate, on how their plans might affect their pension entitlement and related tax liabilities.  **This form must normally be received by the Secretary to the EJRA Committee normally no later than 5pm on 30 September two years before the applicant’s retirement date. If you have queries about completing this form, please contact the Secretary to the EJRA Committee. For contact details see** [**How the Process Works**](https://hr.admin.ox.ac.uk/the-ejra#collapse1540851) |

|  |  |
| --- | --- |
| **PART 1 – Personal Information** | |
| Title |  |
| Name |  |
| Job title |  |
| Department |  |
| Current retirement date | dd/mm/yy |
| Current grade and FTE |  |

|  |  |
| --- | --- |
| **PART 2 – Joint Appointment** | |
| Is the current post a joint appointment? | YES / NO¹  *Associate Professors normally hold joint appointments. Statutory Professors have college associations but do not hold joint appointments. For further details see* [*Academic posts at Oxford*](https://hr.admin.ox.ac.uk/academic-posts-at-oxford) |
| If yes, with whom? | [Name of college, department, NHS Trust] |
| If no, do you hold a college association? If so, with whom? | YES*¹* / NO  College: |
| *¹If yes, the college must be consulted. Please attach a separate sheet providing comment from the college on any implications for the joint appointment that arise from the extension being sought eg if the proposed extension would result in the parts of the joint appointment being treated differently. See* [*Procedure, paras 14; 39(e*](https://hr.web.ox.ac.uk/the-ejra#collapse1540841)*). If you hold a contract with another employer apart from a college (eg an NHS Trust) which is inter-related with your University employment, please attach a separate sheet providing comment from that employer on the implications of a possible extension. In the case of clinical academics, please note that the holding of an honorary contract is prerequisite for continuation in a clinical post. See* [*Procedure, para 41(g).*](https://hr.web.ox.ac.uk/the-ejra#collapse1540841) | |

|  |  |
| --- | --- |
| **PART 3 – Proposed extension** | |
| Requested extension period | dd/mm/yy – dd/mm/yy |
| Requested FTE during extension period | *[eg 50% of full-time]* |
| Proposed grade during extension period |  |

|  |  |
| --- | --- |
| **PART 4 – Previous extension(s)** | |
| Please provide details of previous extension(s) granted | Previous extension period: dd/mm/yy – dd/mm/yy  FTE and grade during previous extension: |
| A further extension will only be granted if it is essential to address unforeseeable circumstances that have frustrated the purpose for which the original extension was granted. See [Procedure, para 42](https://hr.web.ox.ac.uk/the-ejra#collapse1540846)*.*  What was the purpose of the original extension?  How has it been frustrated?  To what extent were the circumstances responsible for the frustration unforeseeable? | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 5 – Declaration** | | | |
| I confirm that the information above is true and accurate. | | | |
| Applicant’s signature: |  | Date: |  |