



New Entrant Query Form

According to the payroll records of the Department of Education and Skills you are classed as a “New Entrant”. Members of a public sector pension scheme classed as “New Entrant” do not have a compulsory retirement age and, while pension benefits may become payable at age 65, there is no statutory requirement to retire at this age.

A “New Entrant” is defined in Section 2 of the Public Service Superannuation (Miscellaneous Provisions) Act 2004, which can be found at www.irishstatutebook.ie. In general, a New Entrant, is a person who commences employment in the public service on or after 1st April 2004, or returns to employment on or after that date following a break in public service employment of more than 26 consecutive weeks.

To enable the Department to establish if you are correctly classed as a New Entrant please complete the attached form providing details of your public sector employment.

Examples of public sector employment include the Civil Service, Health Service Executive, Local Authority, Education & Training Boards (ETB) and Education Bodies etc. As schools are considered public sector bodies in accordance with the 2004 Act, you should include details of employment where you were paid directly by a school. Please include employment which may have been of a temporary or part time basis. Please note that your period of employment need not necessarily have been reckonable for the purposes of superannuation (pensionable employment).

You should return the form to Pension Unit, Department of Education and Skills, Cornamaddy, Athlone, Co Westmeath, as soon as possible but no later than 10 days from the date of this letter.

It is important that you complete the form correctly as failure to do so may result in an overpayment of salary at a period in the future. If you have any doubts about the nature of any of your previous employment please include it on the form and the Pension Unit will assess same.

Thank you for your co-operation with this matter.

For use by download only from the website of the Department of Education & Skills.

History of Public Sector Employment

Name: _____

PPSN / Teacher No.: _____

My service history in Public Sector employment is as follows:

Public Sector Body employed in	Date of commencement	Date of leaving

The **main purpose** for which the Department requires the personal data provided by you is to assess and confirm that you are correctly classified as a “ new entrant” as defined under Section 2 of the Public Service Superannuation (Miscellaneous Provisions) Act of 2004. Your personal data provided may be exchanged with any Government Department, or where you have previous public sector service, if necessary with the relevant Pension Scheme Administrator. The privacy notice outlining further information in relation to this form can be found at :

<https://www.education.ie/en/Education-Staff/Services/Retirement-Pensions/Teaching-Staff/data-protection/data-protection-and-your-pension.html>

Full details of the Department's data protection policy setting out how we will use your personal data or that of your child's data as well as information regarding your rights as a data subject are available at:

<https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy and privacy notice are also available in hard copy from the address below upon request.

I confirm the above record of public sector employment as true and correct to the best of my knowledge.

Signed : _____ Date : _____