

## RETAF 2

# Request to Continue Working Beyond Normal Retirement Age Application Form

### Application

I am making a request to continue working beyond my retirement date

For Academic Staff ONLY:

I have attached a current copy of my full curriculum vitae

### Personal Details

- Name (in full) :
- Office/Post held :
- Department, Faculty or Institution :
- Normal Retirement Date from University :
- New Proposed Date of Retirement :
- Please use the space below to outline your reasons for wanting to continue in employment beyond your normal retirement date: (continue on a separate sheet if necessary)
  
- Please specify any proposed changes to hours of work / work pattern. How will this proposed change in working arrangement impact on the duties of your role? :

### Declaration

I am making a request to continue working beyond my normal retirement date. I understand that if this application is approved, the contract extension to my new planned retirement date will normally be up to a maximum of three years duration.

Signed (applicant): \_\_\_\_\_ Date of request : \_\_\_\_\_

Please forward this completed form to your Head of Institution who will then arrange a meeting with you to discuss your application further. You have a right to be accompanied at this meeting by a work colleague or trade union representative.