**Form EJRA 3A: To be completed by the division**

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

All requests for employment beyond the EJRA (Employer Justified Retirement Age) will be considered by the EJRA Committee. The Committee makes its evaluation of each case according to the [EJRA Procedure](https://hr.web.ox.ac.uk/the-ejra#tab-1540871). Divisions should consult the relevant divisional committee to complete this form ([see Procedure, para 18](https://hr.web.ox.ac.uk/the-ejra#tab-1540871)).

Divisions should comment on the strategic importance of project or duties proposed in the application.

After review by the appropriate divisional committee, individual, departmental and divisional submissions (Forms EJRA1A, EJRA2A and this EJRA3A forms) should be collated and forwarded to the **Secretary to the EJRA Committee** by the deadline for the next gathered field exercise as published on the [HR website](https://hr.web.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 |  |
| Division |  |
| Divisional committee reviewing application |  |
| Date of committee at which application was reviewed |  |
| Applicant’s title and name |  |
| Applicant’s job title |  |

|  |
| --- |
| **PART 2 – Divisional comment** |
| 1. Please provide comment on the strategic importance of the proposed duties or project. See [Procedure, para 39(a)(i).](https://hr.web.ox.ac.uk/the-ejra#tab-1540871)
 |
| 1. If there is additional evidence related to the proposed extension that the EJRA Committee should take into account, please outline below. Please ensure that any evidence is directly related to [Section VI](https://hr.web.ox.ac.uk/the-ejra#tab-1540871) of the EJRA Procedure.
 |
| Signed by Head of Division: |  | Date: |  |
| **Part 3 – Applicant’s comments** |
| Applicant’s comments on divisional submissions [*to be added at final stage before submission to the EJRA Committee*]:  |
| Applicant’s signature: |  | Date: |  |