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| **Form EJRA 1A: To be completed by applicant in an academic or research post**  **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. 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) carefully before completing this form. Please refer in particular to the considerations in Section VI. Applicants may also wish to consult the [Retirement Guidance](https://hr.admin.ox.ac.uk/retirement).  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**](mailto:ruth.kinahan@admin.ox.ac.uk) **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**](mailto:ruth.kinahan@admin.ox.ac.uk)**.**  **Please note – if you are applying for a FURTHER extension, do not complete this form. Please download and complete form EJRA1B from** [**https://hr.web.ox.ac.uk/ejra**](https://hr.web.ox.ac.uk/ejra) |

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

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| **PART 2 – Joint Appointment** | |
| Is the post a joint appointment? | YES / NO¹  *Please note that 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 / 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*](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481)*, paras 14; 39(e). 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*](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481)*, para 41(g).* | |

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| **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 period² |  |
| **²** *It is expected that in all but very rare cases, those who hold permanent posts will step out of their post into a newly-created fixed-term post, on a grade appropriate to the duties to be delivered. See* [*Procedure*](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481)*, para 36.* | |

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| **PART 4 – Previous extension(s)** | |
| Have you previously been awarded an EJRA extension? | YES / NO  *If No, please proceed to Part 5.*  *If Yes, please download form EJRA1C from* [*https://hr.web.ox.ac.uk/ejra*](https://hr.web.ox.ac.uk/ejra) *and complete this instead* |

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| **PART 5 – Discussions with Head of Department or equivalent** |
| *Applicants with cross-departmental appointments should have asked their principal department to ensure their second department is consulted as appropriate.* |
| 1. Please outline what options other than employment were explored (eg honorary research agreement, visitor’s agreement). See [Procedure](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481), para 6-7. You may wish to consult the [Retirement Guidance](https://hr.admin.ox.ac.uk/retirement). |
| 1. Please explain briefly why non-employment options are not thought to be viable or will not achieve your aims or those of your department. |

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| **PART 6 – Case for extension** |
| *Answers to this section should address the matters to be taken into consideration in Section VI. They should also address the impact of the proposed extension on the Aims of the EJRA.* |
| 1. Please describe the specific project and duties to be undertaken during the extension. See [Procedure, para 36 and 41(a)](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481). |
| 1. If the extension is requested in order to do work on a project, please describe the nature and amount of the work that you have already done on that project and over what time period. If the project has already been completed but the proposed extension is needed to gain the full benefit of it, please describe the nature of the benefit and explain why the proposed extension is necessary to gain it. See [Procedure, para 36 and 41(a)](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481). |
| 1. Please explain why the project or duties could not be completed by any other individual, either a current member of the University’s staff or through a recruitment exercise. Please describe any efforts that have been made to obtain a replacement, why those efforts were unsuccessful, and the efforts that will be made to find a replacement as soon as possible. See [Procedure, para 41(a)(ii)](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481). |
| 1. In the case of prospective or current grant-funded research projects, please provide the reasons why, in accordance with the funder’s rules, these could not be completed on a non-employed or voluntary basis, or why these could not be completed on an employment contract with fewer working hours or of a shorter duration. See [Procedure, para 41(a)(iii)](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481). |
| 1. If the extension is requested due to other exceptional circumstances, such as to alleviate significant and unavoidable personal hardship, please outline those circumstances and attach supporting evidence. See Procedure para 41(d).   *Please say if you wish this section to be kept confidential from your department and division.* |
| 1. If applying for a grant, please outline the specific dates of the award using the table below (please add or delete rows as required).  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Funding Body** | **Project title** | **Your role in the project (eg PI, named researcher)** | **Grant application submission date** | **Grant start date** | **Grant end date** | |  |  |  | dd/mm/yy | dd/mm/yy | dd/mm/yy | |  |  |  |  |  |  | |  |  |  |  |  |  | |
| 1. Please provide information on any other income that will result directly from the proposed extended employment. See [Procedure, para 36(iii)](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481). |
| 1. Will that income cover the employment and other costs incurred as a result of the proposed extension (including the cost of your own post)? See [Procedure, para 36(iii)](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481). |
| 1. Please describe the career development opportunities for others that will be created in the University by the extension that would not otherwise have been created (eg the creation of new grant-funded posts)? See [Procedure, para 41(b)](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481). |
| 1. Please describe any space, equipment or other resources that will be required in order for you to undertake the proposed duties or project, and confirmation that the department / division has agreed that these will be available for you. See [Procedure, para 36(ii)](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481). |
| 1. If you occupy space or use resources that would be needed to refill your post or any post replacing it, please confirm that you will vacate that space and relinquish those resources. See [Procedure, para 36(ii)](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481). |
| 1. If you would like them to be taken into consideration, please describe here any other special personal circumstances which you consider would properly justify an extension being granted. This may include circumstances such as the progress of your research being slowed by an extended unpaid career break to care for a family member, or by a disability. See [Procedure, para 41(e)](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481).   *Please say if you wish this section to be kept confidential from your department and division.* |

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| **PART 7 – Additional supporting evidence** |
| *Please append to the submission any supporting material that is directly relevant to the matters set out in* [*Section VI of the EJRA Procedure*](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481)*.* ***Testimonials will not be considered.*** |

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| **Part 8 – Declaration** | | | |
| I confirm that the information above is true and accurate. | | | |
| Applicant’s signature: |  | Date: |  |