**Form EJRA 3B: To be completed by the division for an applicant for a second or further extension**

**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. The Committee makes its evaluation of each individual case against Section VII of the [EJRA Procedure](https://hr.admin.ox.ac.uk/the-ejra#tab-1532481). Divisions should consult the relevant divisional committee to complete this form (see [Procedure, para 18).](https://hr.web.ox.ac.uk/the-ejra#collapse1540846)

Divisions should comment on how far the purpose for which the original extension was granted has been frustrated, and to what extent the circumstances responsible for this were unforeseeable.

After review by the appropriate divisional committee, individual, departmental and divisional submissions (EJRA 1B, EJRA 2B, and this EJRA 3B 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 Support](https://hr.web.ox.ac.uk/the-ejra#tab-1540871) website.

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.

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| **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 |  |

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| **PART 2 – Divisional comment** |
| Please provide comment on how far the purpose for which the original extension was granted has been frustrated, and to what extent the circumstances responsible for this were unforeseeable. See[Procedure, Section VII](https://hr.web.ox.ac.uk/the-ejra#collapse1540846). |
| Signed by Head of Division: |  | Date: |  |

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| **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: |  |