

EXAMPLE

CSP 15

**APPLICATION FOR JOB RESHAPING AND
PARTIAL RETIREMENT QUOTE**

Section 1: About you Please fill in Sections 1-3 and pass the form to your employer for authorisation (your HR section will be able to advise you where you should send it to).				
Name: Ann Partial		National Insurance number: AB123456C		
Date of birth: 20 January 1948		Phone number for queries: 0207234510		
Your pension scheme (please tick):	classic	premium ✓	classic plus	nuvos
We will send you a partial retirement quote if you are over minimum pension age, but you don't have to take any of your pension if you do not want to.				
Where do you want us to send your quote? (please state address)		Flat 5, Principal House, Pensions Road, London SE1		
Section 2: Your current job				
Employer: Department of Administrative Affairs		Job title/description: Administration manager		
Your current work pattern:	Full-time ✓	Part-time (please give details of hours worked)		
Planned end date of current job: 18 April 2008				
Section 3: Your reshaped job				
Employer: Department of Administrative Affairs		Job title/description: Administration manager		
Your new work pattern:	Full-time	Part-time (please give details of hours worked) ✓ (27 hours)		
Planned start date of reshaped job: 21 April 2008				
I wish to reshape my job as detailed above. I have read the booklet "Partial retirement – a guide for scheme members", and have looked at the calculator on the Civil Service Pensions website to see what the financial implications might be.				
Signed <i>Ann Partial</i>		Date 22 February 2008		

Section 4: Employer authorisation			
I confirm:			
<ul style="list-style-type: none"> o that the details shown for the current and reshaped jobs are correct; o that the member's annual rate of salary and permanent pensionable earnings will reduce by at least 20% and I have provided full details in Section 5 overleaf; and o that the job reshaping is intended as a permanent change. 			
I represent (please tick):	the current employer	the new employer	both current and new employers ✓
Confirmation provided by:			
Name: Kevin Code		Role: HR Manager	
Date: 3 March 2008		Phone number: 0207237691	
Email: kevin.code@adminaffairs.gov.uk			

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Section 5: Employer confirmation of current earnings and details of reshaped job	
Current job	
Total annual rate of actual salary and permanent pensionable allowances:	£30,000
Reshaped job	
Start date:	21 April 2008
Salary (annual full-time rate):	£30,000
Salary (annual part-time rate – if appropriate):	£22,500
Permanent pensionable allowances (annual full-time rate):	-
Permanent pensionable allowances (annual part-time rate - if appropriate):	-
Total annual rate of actual salary and permanent pensionable allowances: (should be 20% less than for current job)	£22,500

For APAC use only	
Member reference:	Date quote sent:
	By (name):
Date award completed (if appropriate):	
Comments	