

TEACHERS RESIGNING/RETIRING

APPLICATION TO JOIN SUPPLY REGISTER

This form should be completed by teachers retiring / resigning who are requesting to join the supply register.

This form must be completed and sent to the Employee Service Centre within 4 weeks of your leaving date.

Application Procedure

You should complete and submit this form to your line manager **prior to** your leaving date. This will allow your request to be considered. The form should then be passed to the HR Business Partner Team who will authorise and email it to the Employee Service Centre to be processed.

Please note there must be a one working day minimum break between leaving date and date of joining supply register. School holidays do not count as breaks.

Important Information Regarding Pension

All re-employed teachers will automatically be entered in the pension scheme.

If you **do not** wish to be in the scheme you can opt out. The opt out form can be found on the SPPA website - www.sppa.gov.uk

If you opt out within 3 months, pension contributions will be refunded through your salary.

If you opt out after three months you may need to apply for a short service annuity or a 2nd pension. More information regarding this can be found on the SPPA website - www.sppa.gov.uk

When you become re-employed after retirement you may be subject to an earnings limit. Please click this link to refer to SPPA's re-employment factsheet - [SPPA - Earnings limit](#)

If you require any further information please contact the Employee Service Centre on 01698 403151 or by email at: ESCPeopleOperations@northlan.gov.uk



Application Form to be Completed by Teachers Resigning / Retiring & Requesting to Join the Supply Teacher Register

Employee Name:		Previous Employee Number:	
Contact numbers Landline: Mobile:		Email address:	
N.I Number:		Job Title:	
Location:		NLC Start Date:	
Last day in current / previous post:		GTC Number:	
Reason for leaving:			

Your Supply Teacher Request

Commencement date on supply register: <i>*There must be at least 1 working day of a break – see guidance note</i>	
Preferred School Area(s):	
Preferred school sector(s): <i>(Primary, Secondary, Nursery, Special)</i>	
Work Availability:	Full time: <input type="checkbox"/> Part time: <input type="checkbox"/> Days: M / T / W / Th / F
Please detail any other information you feel may be relevant here:	

Employee Declaration

Employee Signature:		Date:	
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Line Manager Authorisation

Line Manager's Signature:		Date:	
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Once authorised & completed, this form must be emailed, along with completed reference template to the HR Business Partner Team: HRBusPartnerTeamEF@northlan.gov.uk

Business Partner Authorisation

Business Partner Signature:		Date:	
Current / Previous POSN Number:		New POSN Number:	

Once authorised by a Business Partner, this form must be emailed to the Employee Service Centre: ESCPeopleOperations@northlan.gov.uk