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| **RP2e: REQUEST TO CONTINUE WORKING BEYOND THE RETIREMENT AGE** |
| **Employee name:** |  |
| **Employee department:** |  |
| **Employee position:** |  |
| **I am writing to notify the University that I wish to request to continue working beyond the normal retirement age.** |
| Normal retirement date: |  |
| Proposed new retirement date: |  |
| Have you discussed your plans with your Head of Institution? | Yes / No |
| Please set out the reasons for your request to extend your employment: |
| Please confirm how your extension of employment would be funded: |
| Please note that PPD run pre-retirement courses. For further information, please use the following link:<http://www.training.cam.ac.uk/cppd/theme> |
| Signed by employee: |  |
| Print name: |  |
| Date: |  |
| **Please submit this form and your CV (maximum two pages/four sides of A4) to your Head of Institution by 31 December 2015.** |

**Note for employee:**

Please note that your CV must not exceed two pages (four sides) of A4, including publications.

**Note for Head of Institution:**

Please send the completed form and CV, along with a written statement confirming whether you support the application, to the Secretary of the relevant School Committee that will consider the request, copied to your HR Business Manager.