

**TEACHERS' PENSION SCHEME (TPS)**  
**Retrospective Access to Occupational Pension Schemes by Part-time Workers**  
**('Preston'): Post-retirement employment**

**IMPORTANT:**

- **DO NOT complete this Questionnaire** if you were awarded ill-health retirement benefits. Your employer cannot deal with your claim. Claims involving employment undertaken whilst the person was in receipt of an ill health pension remain subject to dispute.
- This Questionnaire must be completed in accordance with 'Guidance for Claimants' which will have been given to you with this Questionnaire. The Guidance contains detailed information about the procedure for dealing with 'Preston' claims and instructions on completing Part 3 of the Questionnaire where you enter details of the period of employment being claimed.
- This Questionnaire must be completed and returned to the respondent employer **within 28 days of receipt**. If you fail to return this form within this period you cannot have your claim settled and the Employment Tribunal may strike out your application

**Part 1 PERSONAL INFORMATION**

Employment Tribunal Case  
Number

Surname

Former surname  
(if any)

First name(s)

Title

Teacher's Reference Number

National Insurance Number

Date of Birth

Address



**Part 3 DETAILS OF THE PERIOD(S) OF SERVICE CLAIMED:** (Use continuation sheet if necessary)

See Paragraph 13 in the Guidance for Applicants for further information about the information to be entered in the columns.

Use a new line for every change in hours or rate of pay please work chronological working backwards from the last year that you are claiming.

1 Name of Employer/Place of Employment	2 Post Held/Job Title/Grade Band Eg Teacher/Lecturer	3 Date Employment Started	4 Date Employment Ended or Hours Changed	5 Hours Worked Per Week/ With Rate or Grade of Pay	6 Salary Paid / Earnings (If known)	7 Reason For Leaving/Reason For Change
		<i>See Note 1</i>	<i>See Note 1</i>	<i>See Note 2</i>	<i>See Note 2</i>	

**Note (1)** If your hours worked were constant during the whole period of employment claimed, you need only complete one line of service showing the salary rate applicable at the end of the period. If your hours worked fluctuated over the period of employment claimed, use a new line to show the date of changes. If detailed information is not available you may wish to discuss with the employer the possibility of using an average over the whole period.

**Note (2)** It is possible that your claim may have to be based on notional salary information. This would be the case if employment records are no longer available or, as is likely, you were paid on a flat-rate hourly basis where there was no full-time equivalent salary rate. In these circumstances you should enter Not Known and the employer will use notional rates that have been jointly agreed by the teacher unions and employer associations. The agreement covers the schools, FE and HE sectors. Employers will be provided with full guidance on this.