

Election to join

Please complete this form using black ink and in BLOCK CAPITALS.

Part A: To be completed by the applicant in all cases.

Note:

This form is to be completed only by members and employers where the employment is covered under Schedule 1, Part 3 and 4 of the Teachers' Pension Scheme Regulations 2014, see notes page for further details.*

Section 1: Details about Member

- | | |
|--|---|
| 1. Teachers' Pensions Reference Number (example 99/999999) | 7. Contact address |
| <div>/</div> | |
| 2. First name (one character per box) | |
| 3. Surname (one character per box) | |
| | Postcode |
| 4. Title (please tick, or state if other)
Mr Mrs Miss Ms Other | 8. Home telephone number (inc. STD code) |
| 5. Date of birth (DD/MM/YYYY) | 9. Mobile telephone number |
| 6. National Insurance number | 10. Personal email address |
| | 11. Full-time Part-time |

Section 2: Details about Employer

1. **Employer name** (one character per box)
2. **Start date of employment** (DD/MM/YYYY)

(continued overleaf)

Date of receipt:

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Section 3: Member election/ consent

I elect for any employment with the above named Employer (in Section 2) to be treated as pensionable within the Teachers' Pension Scheme.

1. Signature

2. Date (DD/MM/YYYY)

General Data Protection Regulation (GDPR). The Department for Education (DfE) will use any information you provide in connection with the Teachers' Pension Scheme to administer and operate the scheme and pay benefits under it. This may include passing details to third parties that are involved in the administration and operation of the scheme. The DfE may also use your data for administrative purposes in line with its data protection notification. In order to fulfil its duty to protect public money, the DfE may use information it holds to prevent and detect fraud. It may also share information with other organisations that handle public funds. If there is any difference between the legislation governing the Teachers' Pension Scheme and the information in this application form, the legislation will apply. For more information on how we will use your data, go to www.teacherspensions.co.uk/public/privacy

Please return to us at:

Teachers' Pensions,
11b Lingfield Point
Darlington, DL1 1AX

www.teacherspensions.co.uk

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Part B: Employer section

Note:

This section of the form is for those individuals whose employment needs the consent of the employer to be pensionable in the scheme (Part 4) of the regs.

1. **Name of Employer**

2. **Named Representative of Employer**

3. **Telephone number** (inc. STD code and extn.)

4. **Email address**

5. **Establishment address**

Postcode

Declaration

I on behalf of the above-named establishment consent for the member named in the Member Section of this form to have their employment treated as pensionable within the Teachers' Pension Scheme.

1. **Signed**

2. **Date**

In some circumstances Teachers' Pensions will need to see evidence that the establishment is being provided with funding to allow for the employment of a teacher.

Please provide details of any funding you have for the named individual here:

And attach any evidence you have of this funding to Teachers' Pensions when returning the form for example: annual returns, contract with the Secretary of State, written confirmation etc.

How to Complete the Application Form

Notes for the applicant

This form doesn't apply to eligible teachers and organisers where the individual is employed by an establishment falling under the following parts of the Scheme regulations:

PART 2 of SCHEDULE 1 (Service pensionable without an election) where a person's teaching service is automatically pensionable under the Teachers' Pension Scheme Regulations 2014. This would include teachers such as those employed by a Local Authority school, an Academy, a post 1992 University, a College of Further Education or an accepted Independent school.

PART 3 (Service pensionable on election) or PART 4 (Service pensionable on election with employer consent), where the employer is using the Teachers' Pension Scheme as their qualifying workplace pension scheme to fulfill their automatic enrolment duties. In these circumstances, an eligible member will be automatically enrolled into the Teachers' Pension Scheme, although the member may decide to opt-out of the Scheme. This form, however, can be used in cases where an individual isn't automatically enrolled, such as those who are under 22 or over State Pension Age, or those who earn below certain thresholds. These individuals can elect to join using this form.

A summary of the employers covered by PARTS 3 and 4 of SCHEDULE 1 of the regulations is set out below:

Part 3 of the regulations includes:

- a teacher employed by or for the purposes of: an institution for the further education and training of disabled persons; the Ministry of Defence in service with, or for purposes connected with, the armed forces or,
- an organiser employed by:
 - a. a diocesan board of education established under the Diocesan Boards of Education Measure 1991(26);
 - b. a body affiliated to the National Open College Network;
 - c. a Roman Catholic diocesan schools commission;
 - d. the Inspiring Futures Foundation;
 - e. the Royal National College for the Blind;
 - f. the Stapleford Centre.

Part 4 of the regulations includes:

- a teacher employed by an establishment for providing social or physical training for which grant are made by the Secretary of State, Sport England, Sport Wales or UK Sport; a person to whom grants are made either by the Secretary of State or a local authority in respect of expenditure incurred during to the employment of that individual.
- an organiser employed by
 - a. a diocesan board of education established under the Diocesan Boards of Education Measure 1991(26);
 - b. Sport England;
 - c. Sport Wales;
 - d. UK Sport; or
 - e. any other person, other than a local authority, to whom grants -
 - i. are made by any of those bodies or by a local authority in exercise of education functions; or
 - ii. are or have been made by the Secretary of State or the Welsh Ministers, in respect of expenditure incurred for the purpose for which the organiser is employed.
 - f. Action for Blind People;
 - g. the Association of Christian Teachers;
 - h. the Association of Business Schools;
 - i. the Assessment and Qualification Alliance;
 - j. the City and Guilds of London Institute;
 - k. the Catholic Education Service;
 - l. EMFEC;
 - m. the Field Studies Council;
 - n. Macmillan Cancer Support;
 - o. the North East Religious Learning Resources Centre Limited;
- an organiser employed as a youth and community worker by a body to which grants are made by a local authority in the exercise of its functions under sections 15 or 508 of EA 1996