

DEPARTMENT OF EDUCATION FOR NORTHERN IRELAND

Claim for Recognition of Previous Teaching Service, Employment, Experience etc for Salary Purposes

Please read the notes overleaf before completing this form.

SECTION A (to be completed by the Teacher)

Teacher's Reference Number: _____

Surname (Mr/Mrs/Miss): _____ Date of Birth: _____

Christian Name(s): _____

Maiden Name (if Married Woman): _____

School or Institution of Further Education in Northern Ireland to which appointed: _____

Name and Address of School or firm in which the Undernoted Service was given: _____

Type of School (Primary, Secondary etc) or Trade or Profession of Firm: _____

SECTION B (to be completed by Former Employer – see Note 2 overleaf)

		Full or Part-Time Service	If Part-Time Teaching Service State Number of Weekly Hours of Class Instruction.	From			To		
				Day	Month	Year	Day	Month	Year
1.	Periods of Employment								
2.	Period(s) without pay								
3.	Capacity in which employed								
4.	Full details of duties performed by employee (if any material change took place, particulars should be given with exact dates.								
5.	Particulars of any special responsibility attached to the post.								
6.	Number of Staff directly under control of employee.								
7.	Any other relevant observations.								

The foregoing particulars are, to the best of my knowledge and belief, correct:

Signed: _____

Status: _____

Date: _____

When completed, this form should be returned to:-

FE Section
 Department of Education
 Waterside House
 75 Duke Street
 LONDONDERRY BT47 6FP

LEA/School Authority or Firm's Stamp

NOTES FOR GUIDANCE WHEN COMPLETING THIS FORM

1. Service and employment given before attaining the age of 18 years is not counted.
2. Section B should be completed by your former employer and signed on behalf of the Local Education Authority or School Authority (in the case of teaching service) or an accredited representative of the firm (for employment other than teaching service). Do not include previous teaching service in Northern Ireland ***other than part-time teaching service in Voluntary Grammar Schools and Institutions of Further Education.***
3. Numbers 3, 4, 5, 6 and 7 of Section B need only be completed in respect of employment other than teaching service.
4. A separate form should be used in respect of each school or firm in which the teacher has previously served – additional copies of the form will be supplied if required.