

**University of Glasgow**  
**Application for Voluntary Severance/Early Retirement**

**Section A**

I wish to apply for voluntary severance/early retirement under the scheme approved by the Court of the University of Glasgow in December 2010.

I understand that I will be supplied with details of the Voluntary Severance payments payable as a result of my continuous service with the University of Glasgow, and that I am able to withdraw my application prior to any offer being made by the University.

**Personal Details**

Name	
Job Title	
Department	
Staff Number	
Date of Birth	

On receipt of the details, unless I withdraw my initial application in writing, I confirm that I am applying to take up the Voluntary Severance/Early Retirement arrangements.

I understand that there is no obligation on the University to agree to my application. I confirm that I am aware that, the effective date for leaving as a result of Voluntary Severance/Early Retirement would be at the end of my contractual notice period, unless otherwise agreed by the University.

If the University agrees to my application, I understand that I must accept or refuse the offer within 10 working days of the offer being received by me.

**If you are eligible to access your pension then please complete section B, otherwise please sign in the appropriate place below.**

*(If you are unsure if you might be eligible, please contact the Pensions Section on extension 2832)*

**Section B**

Do you intend to access your pension?                      Yes/No

If yes, which pension scheme are you a member of \_\_\_\_\_

I also give authority for the University to contact the appropriate pension scheme on my behalf to enquire about my pension entitlement if applicable; although the University may initially provide me with an estimate of my pension entitlement at this stage. I understand that the University will treat this application as an “expression of interest” until I have received pension estimates.

Thereafter the acceptance/rejection rules in the section above will apply.

**Section C**

I confirm that I wish to be supplied with details of the Voluntary Severance/Early Retirement arrangements applicable to me.

Unless I withdraw my application in writing when I have received the details, my application will proceed. If the University agrees to my application, I will accept or reject it within 10 working days of receipt.

Signed: ..... Date: .....

Print Name: .....

Please return this form **no later** than 5:00pm on 16<sup>th</sup> December 2011 to your Head of School/Director of Research Institute/Head of US Division who will forward it to the local HR department.