

## EMPLOYMENT HISTORY FORM

Complete this form to assist Essex Pension Fund to ensure any previous Local Government Pension Scheme (LGPS) rights are treated correctly. See the reverse of this form for more information.

Name.....	Date of birth <input type="text"/>	Start date <input type="text"/>
National Insurance number <input type="text"/>	Email .....	
Employer name.....	Payroll number <input type="text"/>	

Previous employer name	Dates of employment		Were you in an occupational pension scheme?	Were you in the LGPS?	If a previous member of the LGPS What happened to your benefits? Please tick the relevant box below.			
	From	To	Y/N	Y/N	Contributions refunded	Pension deferred to retirement	Pension transferred out to another pension scheme	Pension in payment

Tick this box if you have no pension benefits held elsewhere

Signed..... Date.....

Data Protection: Essex County Council (as the Administering Authority of the Fund) is a Data Controller under the General Data Protection Regulations. We store, hold and manage your personal data in line with statutory requirements to provide you with pension administration services. For more information about how we hold your data, who we share it with and what rights you have to request information from the Fund, see the Forms and publications section of our website [www.essexpensionfund.co.uk](http://www.essexpensionfund.co.uk).

## Important Notes

If you have more than four employments provide details on a separate sheet and attach it to this form.

### Supporting information

If you have previously contributed to the Local Government Pension Scheme (LGPS) and it is not held within Essex Pension Fund, please provide the name and contact details of the former administering authority, or alternatively please provide a copy of any documentation that you have received from them.

### Aggregation (Combining LGPS Pensions)

Any previous LGPS benefits that you hold may be added to your new pension record. Once your employer has informed us of your start date we will be in contact with you with further information.

### Transfer in

You will receive a welcome letter from Essex Pension Fund once your employer has informed us of your start date, which will include details of how to request a transfer of any other pension rights.

Please visit our website [www.essexpensionfund.co.uk](http://www.essexpensionfund.co.uk) for further information. You will also find important information at [www.lgpsmember.org](http://www.lgpsmember.org)

Return your completed form to:

**Essex Pension Fund  
Seax House  
County Hall  
Chelmsford  
Essex  
CM1 1QH**

Or email to: [pensionenquiries@essex.gov.uk](mailto:pensionenquiries@essex.gov.uk)