**Appendix 3**

# APPLICATION TO CHANGE THE PURPOSE OF THE CAREER BREAK AND FORM OF UNDERTAKING

[Applicants are advised to read this form and Circular 4/2013 [referred to below as "the Circular"] carefully before signing. Applicants who are uncertain as to the meaning of any of the contents of the form should seek clarification from his/her HR Unit/NSSO. Applicants are, of course, free to seek independent advice.

# NAME:

1. **PPSN:**
2. **MALE/FEMALE** (delete as appropriate)

# OFFICIAL ADDRESS:

1. **CURRENT GRADE:**
2. **DATE OF BIRTH:**
3. **ORIGINAL PURPOSE OF CAREER BREAK:**
4. **PURPOSE FOR WHICH CHANGE TO CAREER BREAK IS SOUGHT** *(see paragraphs 6 - 7 of the Circular)*:

FAMILY REASONS OTHER DOMESTIC EDUCATIONAL

|  |
| --- |
|  |
|  |
|  |
|  |

TRAVEL

SELF EMPLOYMENT

OTHER PRIVATE SECTOR EMPLOYMENT

DETAILS (give full details\*)

\*For self-employment provide further information such as details of role, stakeholders, clients etc. For other private sector employment provide further information such as details of your prospective employer, the type of employment proposed, stakeholders, clients etc

and any previous dealings you may have had with these in the course of your Civil Service role. (If required, additional pages can be used to provide further detail)

1. **CONTACT DETAILS** *(see paragraph 13 of the Circular and the Form of Undertaking)*:

Address:

Phone (home and mobile):

Email address:

I understand that the terms and conditions of my career break continue to be as stated in Circular 4/2013 and the original Form of Undertaking which I signed when I applied for my career break.

In particular, if the change of purpose for my career break is to become self-employed or employed in the private sector, I acknowledge and understand the conditions, in paragraphs 17 – 23 of Circular 04/2013 and the original Form of Undertaking which I signed, regarding conflicts of interest and the possible consequences of same.

SIGNED: DATE:

WITNESSED BY: DATE:

A copy of the completed signed form should be retained by the civil servant while on career break.