



## Maynooth University Career Break Application Form

*Applications must be submitted at least three months in advance of the proposed start date of the career break. In advance of completing this form, please ensure that you have reviewed and understand the terms of the Career Break policy which can be found on the policies section of the HR website.*

**TO BE COMPLETED BY EMPLOYEE:**

**Employee Name:** \_\_\_\_\_ **Staff Number:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Please select one of the following to indicate the purpose of this application:**

Career Break Application:  Career Break Extension:

Proposed Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YY)

Proposed End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YY)

**Please detail the reason for requesting a Career Break / Extension:**

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**TO BE SIGNED BY:**

I, \_\_\_\_\_, confirm that I have read, I understand and accept the terms of Maynooth University's Career Break Policy.

**Employee signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Head of Department signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name (Head of Department):** \_\_\_\_\_

Please return this form to: [humanresources@mu.ie](mailto:humanresources@mu.ie) or by post to Human Resources Office, Riverstown Lodge, South Campus