

GILBERT COMMUNITY SCHOOL DISTRICT

TO: Superintendent of Schools

FROM: \_\_\_\_\_  
(full legal name)

\_\_\_\_\_  
Current Job Title                      Date of Birth                      Date of Most Recent Hire  
by the District

**RE: Application for Participation in the Voluntary Early Retirement Plan**

I hereby submit my formal application for participation in the voluntary early retirement plan. This action is taken in accordance with all requirements of the Board of Director's policy 407.6.

My resignation from my contract(s) with the Gilbert Community School District is attached and is made a part of this application. It is my understanding that this application and the request for approval of resignation will be acted upon simultaneously by the Board of Directors.

I acknowledge receipt of the Voluntary Early Retirement Plan, and I acknowledge that my application and participation is entirely voluntary.

I also acknowledge that the District recommends I contact my personal legal counsel and accountant regarding participation in the Voluntary Early Retirement Plan.

Designated beneficiary of early retirement stipend:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address                      City                      State      Zip Code

Relationship: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee                      Date

\_\_\_\_\_  
Witness                      Date

\_\_\_\_\_  
Printed Witness Name

Revised: June 9, 2004

Reviewed: August 9, 2010

**GILBERT COMMUNITY SCHOOL DISTRICT**

TO: Board Secretary

FROM: \_\_\_\_\_

RE: Resignation from Contract

I hereby submit my formal resignation from all of my contracts with the Gilbert Community School District effective at the end of the \_\_\_\_\_ - \_\_\_\_\_ contract year, to participate in the District's voluntary early retirement plan.

It is my understanding that this request for approval of resignation and my application for participation in the voluntary early retirement plan will be acted upon simultaneously by the Gilbert Community School District Board of Directors.

It is my further understanding that should my application for participation in the voluntary early retirement plan be denied, this request for approval of resignation would become null and void.

Further comments:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised: June 9, 2004

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GILBERT COMMUNITY SCHOOL DISTRICT

Computation of Early Retirement Benefit for: \_\_\_\_\_

1. \_\_\_\_\_ - \_\_\_\_\_ Applicable Salary \$ \_\_\_\_\_ x

2. Applicable percentage 48% =

3. Special Pay 403b Benefit \$ \_\_\_\_\_