

This form is relevant to applicants who:

- » Hold current membership and / or accreditation with ESSA and are now retiring from the workforce.

*Please note that accreditation will no longer be eligible with this membership.*

### SUBMITTING YOUR APPLICATION

1. Complete the application form in full.
2. Provide the relevant supporting evidence: Letter from employer or statutory declaration.
3. You will receive a confirmation email upon receipt of your application. If you have not received this within 10 working days of sending your application, please contact ESSA on +61 7 3171 3335.

### NEED MORE HELP?

If you have any questions, please contact the ESSA Team on +61 7 3171 3335 or [info@essa.org.au](mailto:info@essa.org.au)

## PERSONAL INFORMATION

### PERSONAL DETAILS

Title	First name	Last name
Date of birth	Email	
Postal address		
Town/Suburb	State	Postcode
Country	Contact phone number	

### You must submit proof of retirement with your application.

Please provide a scan or image of either:

- » Letter from employer confirming retirement
- » If self-employed, a statutory declaration to ESSA confirming retirement

## ESSA DECLARATIONS

- » Being accepted for retired membership requires a commitment to agree to the following declarations.
- » If you cannot meet or no longer meet the following declarations, you must notify ESSA within 7 days.
- » Making a false declaration is a breach of the ESSA Code of Conduct and can lead to disciplinary action.
- » More information about the declarations can be found [here](#).

### CURRENT OBLIGATIONS

I certify that the information supplied on and with this form is true and correct.

I acknowledge that by becoming an ESSA Member – Retired, I am not eligible to hold accreditation.

I have complied with the ESSA Code of Professional Conduct and Ethical Practice.

There has not been any change to my criminal history since my last declaration to ESSA\*.

I have disclosed all known complaints, ethics and disciplinary investigations or penalties against me to ESSA, if any\*.

*\*A criminal history includes any prior convictions unless they are spent convictions. Ethics and disciplinary investigations or penalties include those made by ESSA, other professional bodies, regulatory boards, or complaint commissions. Please complete and submit the [Criminal/Ethics History to Declare Form](#) before renewing.*

## RETIRED MEMBERSHIP FEE

### \$50.00 Annual Fee.

Invoice will be issued once application has been approved.