Flexible Working Application Form

You can use this form to make an application to work flexibly in line with our Flexible Working Policy. It may take up to 4 weeks to consider a request before it can be implemented and possibly longer where difficulties arise. You should therefore ensure that you submit your application to the appropriate person well in advance of the date you wish the request to take effect. Once you have completed the form, you should immediately forward it to your line manager, who may arrange a meeting with you. If your request if granted, this will normally be a permanent change to your terms and conditions unless otherwise agreed.

APPLICATION DETAILS

1. Personal Details

Name:	Job Role:
Line Manager:	**Dept:**

I confirm I meet each of the eligibility criteria as follows:

☐ I have worked continuously as an employee of the company for the last 26 weeks.
☐ I have not made a request to work flexibly under this right during the past 12 months.

Date of any previous request to work flexibly under this right:

If you are not sure whether you meet any of the criteria, please ask your line manager. If you are unable to tick all of the relevant boxes then you do not qualify to make a request to work flexibly under the Flexible Working Policy. This does not mean that your request may not be considered, but you will have to explore this separately with your line manager.

1. Detail the reason(s) you are making this request (e.g. care of a dependant, charity work):

2. Describe your current working pattern (days/hours/times worked):

3. Describe the working pattern you would like to work in future (days/hours/times worked):

[ ]

4. I would like this working pattern to commence from:

[ ]

5. Impact of the new working pattern:

I think this change in my working pattern will affect my employer and colleagues as follows:

6. Accommodating the new working pattern:

I think the effect on my employer and colleagues can be dealt with as follows:

Sign:_____ **Date**:_____

Now pass this to your line manager.