Appendix A

**Flexible Work Application Form**

*Details can be cut and paste into an email, but must be complete and accurate*

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| **Full Name** |  | **Date** |  |
| **Job Position** |  |
| **Employer / Manager Name** |  |
| ***I would like to request a variation to my current working arrangements which are :*** |
| **Place(s) of work** | *Full street address(s)* |
| **Days and hours of work** |  |
| **My proposed working arrangement is:***(Tick appropriate box)*  |
|  | **Working from home**  |  | **Flexi time** |  | **Part-time** |  | **Job share** |
|  | **Condensed working week** |
|  | **Alternative arrangement****detail below** this may be a combination of two arrangements or a different version |
| *If applying to work from home please include technology requirements here* |
| **Place(s) of work****If more than one location state both address’s** | *Full street address(s)* |
| **Days and hours of work*****If working from home specify both hours at work and home*** | *If flexitime state hours to work between*  |
| ***I would like the new working arrangement to be permanent and start from:****(Please write in full - Day of the week, Date, Month and Year and allow at least one month’s notice of start date)* |
| ***I would like the new working arrangement to be temporary*** *(Please write in full - Day of the week, Date, Month and Year and allow at least one month’s notice of start date)***Starting :****Finishing :** |
| ***The reason for my request is to:*** *(Note: This is optional)* |

|  |
| --- |
| ***I believe that the new working arrangements;****Complete all relevant sections, if there are no benefits or impacts on a specific group state ‘Not Applicable’* |
| ***will benefit me by ;*** |
| ***will benefit the business (and employer) by ;*** |
| ***will benefit the team by;*** |
| ***will benefit the customers by;*** |
| ***could have the following impacts for the business (and employer);*** |
| ***could have the following impacts for the team;*** |
| ***could have the following impacts for the customers;*** |
| ***I suggest we could fix the impacts by;*** |
| **Signed:** | **Date:** |
| **PRINT NAME:** |