

Standard Flexible Working Application Form

Note to the employer

This is a formal application made under the legal right to apply for flexible working and the duty on employers to consider applications seriously. You have three months within which to issue a decision, including any appeal. Please confirm receipt of this application.

Personal details

Name _____

Staff/payroll number _____

Manager _____

National Insurance No. _____

To the employer

I would like to apply to work a flexible working pattern that is different to my current working pattern under my right provided in law. I confirm that I have worked continuously as an employee of the company for the last 26 weeks.

Tick as appropriate:

- I have not made a request to work flexibly under this right during the past 12 months.
 I have made a previous request to work flexibly under this right on (date) _____

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

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

(you may continue on a separate sheet if necessary)

I would like this working pattern to commence from (date): _____

- Tick this box if the following applies. 'I would like the option of meeting with my chosen companion and the appropriate manager again within the next 12 months to review this change to my working arrangements.'

NB If you do not tick this box you will not be able to review the change to your working arrangements for a full 12 months.

Impact of the new working pattern

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

Accommodating the new working pattern

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

Signature

Date

Now pass this application to your employer

Employer's confirmation of receipt

(Employer to complete this section, photocopy form and return copy to employee to confirm receipt of application)

Dear

I confirm that I received your request to change your work pattern on (Date):

I shall be arranging a meeting to discuss your application. In the meantime you might want to consider whether you would like your Usdaw representative to accompany you at the meeting.

From