

Flexible Working Application Form – Appendix A

Guidance note to Employee

This form should be completed once you have read both the Flexible Working Policy. Please check that you are eligible under the terms of the policy before you complete and submit this form.

It is important that you complete all the questions as otherwise your application could be invalid. You should give as much information regarding your desired working pattern, giving consideration to the effect of that change on both your work and that of your colleagues.

Once you have completed this form, you should pass this to the Head of School or senior manager responsible for your area of work. If your request is granted, this will represent a permanent change to your terms and conditions of employment.

1. Personal Details

Name

Job Title

Manager (i.e. to whom this application is addressed)

To Bath Spa University

I would like to apply to work a flexible working pattern that is different to my current working pattern. I confirm I meet each of the eligibility criteria as follows:

- I have responsibility for the upbringing of a child aged 16 and under or a disabled child under 18
- I am:
 - The mother, father, adopter, guardian or foster parent of the child; or
 - Married to or the partner of the child's mother, father, adopter, guardian or foster parent
- I am making this request to help me care for the child
- I am making this request no later than two weeks before the child's 17th birthday or 18th birthday, where disabled
- I have worked continuously as an employee for the University College for the last 26 weeks
- I have not made a request to work flexibly under this right during the last 12 months.

Describe your current working pattern (days/hours/weeks per year worked):

**Describe the working pattern you would like to work in the future
(days/hours/weeks per year):**

I would like this working pattern to be effective from.....Date

Describe the effect this change in work pattern may have and how that can be dealt with

Signature

Date

Please pass this to your Head of School or Senior Manager