



Waltham Pre-School

Flexible Work Application Form

You can use this form to make an application to the Company to work flexibly under the right provided in law. Before completing this form, you should first check that you are eligible to make a request. For further information, please refer to the Company's Flexible Working Policy or speak to the management team.

You should note that it may take up to three months to consider and decide on a request, and possibly longer where difficulties arise. You should therefore ensure that you submit your application to the management team well in advance of the date you wish the request to take effect.

It will help the Company to consider your request if you provide as much information as you can about your desired working pattern. You can ask for changes to the number of hours you work, the times you work or the place where you work (between your home and the Company's place of business). It is important that you complete all the questions as otherwise your application may not be valid. When completing the two sections on impact of the new working pattern and accommodating the new working pattern, you should think about what effect your proposed change in working pattern would have both on the work that you do and on your colleagues.

Once you have completed the form, you should immediately forward it to the management team and you should keep a copy for your own records. The Company will then consider your request and may arrange a meeting with you to discuss it further.

If your request is granted, this will normally constitute a permanent change to your terms and conditions of employment, unless otherwise agreed with you. This means that you will not have the right to revert to your previous pattern of working at a future date. However, depending on the circumstances of the case, at its absolute discretion the Company may be willing to agree to a temporary change to your terms and conditions of employment for a specified period only. In that case, you would then revert to your previous pattern of working after the specified period comes to an end.

Name of employee:	
Describe your current working pattern: (days/hours/time worked)	
Describe the working pattern you would like to work in the future: (days/hours/times worked)	
Date you would like the proposed new working pattern to commence from:	
Impact of the new working pattern: (State how you think the proposed change in your working pattern will affect the Company and your work colleagues)	
Accommodating the new working pattern: (State how you think the effect on the Company and your work colleagues might be dealt with)	

<p>Have you made a previous application to the Company for flexible working?</p> <p>If 'yes', please provide the date of your previous application:</p>	<p>YES/NO*</p>
<p>Are you making a request for a permanent or a temporary change to your working pattern?</p> <p>If 'temporary' only, please specify how long you would like the change to last for: (for example, three months)</p>	<p>PERMANENT/TEMPORARY*</p>
<p>Are you making your request as a reasonable adjustment for a disability under the Equality Act 2010?</p>	<p>YES/NO*</p>

(* delete as applicable)

I declare that the information I have given on this form is true. I understand that it is a serious disciplinary offence to provide false information on this form. I confirm that this is a statutory request to work flexibly under the right provided in law.

Signed by employee:

Date:

