



# OWLS Academy Trust

## FLEXIBLE WORKING APPLICATION FORM

<b>Name:</b>	
<b>Job Title:</b>	

Are you making this request under the statutory right to request flexible working?

Yes  No

**NOTE:**

*To qualify to apply for a more flexible pattern of work under the statutory right to request you must, at the time the application is made:*

- *Have been continuously employed for at least 26 weeks (agency employees are not eligible to apply);*
- *Not have submitted an application to work flexibly under the statutory scheme within the previous 12 months.*

What is the reason for your request for flexible working?

If you have submitted a flexible working request in the past please enter the date of that request:

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**My current working pattern (days / hours / times worked) is:**

**The working pattern I would like to work in future (days / hours / times) is:**

**I would like to commence the new working pattern on (date):**

**I think this change in my working pattern will affect the school and my colleagues as follows:**

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

I understand that, if agreed, this request will result in a permanent change to my terms and conditions of employment unless agreed otherwise.

**Signed:**

**Date:**