|  |  |
| --- | --- |
| **APPLICATION TO WORK FLEXIBLY** | |
| FULL NAME: ………………………………………………………………………………………………..  SCHOOL / DEPARTMENT: ……………………………………………………………………………….  PAYROLL No: ………………………….. E-MAIL: …………………………………………...  HEAD OF SCHOOL / LINE MANAGER’S NAME: ……………………………………………………….. | |
|  | I would like to make a statutory request under the Employment Rights Act 1996 and regulations made under it, to work a flexible working pattern that is different to my current working pattern under my right provided in law. |
|  | I have not made a request to work flexibly under this right during the past 12 months. |
| **Describe your current working pattern (days/hours/times worked)** | |
| **Describe the working pattern you would like to undertake in the future, providing as much information as possible to support your application** | |
| I would like this working pattern to commence from (date):……………………………………… | |
| **I think this change in my working pattern will affect the department/school and my colleagues as follows**: | |
| **I think the effect on the department/school and my colleagues can be dealt with as follows**: | |
| Signed:……………………………………………………………….. Dated:…………………………………... | |

Return to: Catherine Hughes, Human Resources (Catherine.hughes@bangor.ac.uk)