Appendix 1

APPLICATION TO WORK FROM HOME

**Note to Employee**

You can use this form to make an application to work from home. You should note that it may take up to 12 weeks to consider a request before it can be implemented and possibly longer where difficulties arise. You should therefore submit your application to the appropriate person well in advance of the date you wish the request to take effect.

It will help your manager to consider your request if you provide as much information as possible. It is important that you complete all the questions as otherwise your application may not be valid. When completing sections 4 & 5, think about what effect your change in working location will have on both the work you do and on your colleagues.

Your manager will have 28 days after the date of your application to respond to your request. If the request is granted, you will receive a separate letter outlining the specific arrangements that have been agreed.

1. **Personal details**

**Name: Employee No:**

**Address: Service:**

 **Location:**

**Post Code:**

**2a. Describe your current working pattern (days/hours/times worked):**

**2b. Describe the working pattern you would like to work from home**

**2c. I would like this working pattern to commence from: Date:**

1. **Reason for application**

**4. Impact of the new working pattern**

I think this change in my working location will affect my employer and colleagues as follows:

**5. Accommodating the new working pattern**

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

**6. Care Arrangements (if applicable)**

I have made the following arrangements to ensure that appropriate care provisions are in place during any agreed working hours at home.

**Employer’s Confirmation of Receipt:**

Dear:

I confirm I have received your application to work from home on: Date

I shall be arranging a meeting with you to discuss your application within 21 days following this date.

From:

**A COPY SHOULD ALSO BE SENT TO HR FOR THEIR RECORDS**