

## Working Flexibly Application Form

<b>Name:</b>	
<b>Job Title:</b>	
<b>Department / Section:</b>	
<b>Current hours/location and pattern of work:</b>	
<b>New hours/location and pattern of work applied for:</b>	
<b>Date you require your new hours/location to start:</b>	
<b>Reason for the Request (if applicable, include any reasonable adjustments relating to the Equality Act 2010):</b>	
<b>Have you previously applied to work flexibly Yes / No*</b>  <b>If Yes, please state the date (you can only make two statutory applications in any 12 month period):</b>	

<b>Employee's Signature:</b>	
<b>Date:</b>	
<b>Manager/Head of Division:</b>	
<b>Approved/Not Approved</b>	
<b>Signature:</b>	
<b>Date:</b>	

If approved, your manager should obtain resourcing approval for any change in working hours (changes to working pattern without an increase/decrease in hours does not require additional approval), before informing HR Services to enable them to make the relevant change to your record.

If the Flexible Working Request requires a permanent change to an Employee Profile, please refer to the Working Arrangements Policy.

**Send completed form to the relevant email address below (after the relevant resourcing approval has been confirmed)**

**Adult Care Payroll (Corporate Services and Transformation)**

- [CST.AdultCarePayroll@derbyshire.gov.uk](mailto:CST.AdultCarePayroll@derbyshire.gov.uk)

**Childrens Services Payroll (Corporate Services and Transformation)**

- [CST.ChildrensServicesPayroll@derbyshire.gov.uk](mailto:CST.ChildrensServicesPayroll@derbyshire.gov.uk)

**CST & Place Payroll (Corporate Services and Transformation)**

- [CST.PlacePayroll@derbyshire.gov.uk](mailto:CST.PlacePayroll@derbyshire.gov.uk)