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| |  |  | | --- | --- | | **Employee name:** |  | | **Job title:** |  | | **Department/Division/Centre/Institute:** |  | | **I have worked continuously for the School for the last 26 weeks** | Yes  No | | **I have not made a flexible working request in the last 12 months** | Yes  No | | **What is your current working pattern? (days/times/hours)** |  | | **What flexible working pattern are you requesting? (days/times/hours)** |  | | **When would you like your new working pattern to commence?** |  | | **Please consider the following areas:**   * **What impact (both positive and challenges) do you think your requested arrangement will have on the service, your colleagues, your manager?** * **How can this impact be managed?** * **Do you have any flexibility with your request?**   ***Please insert your comments here:*** | | | **If you are requesting homeworking, have you completed a Homeworking Risk Assessment? Further information can be found** [**here**](http://www.lse.ac.uk/intranet/LSEServices/healthAndSafety/policy/Homeworking.aspx) | Yes  No | | **I understand that if the request is successful, this will mean a permanent change to my Terms and Conditions** | Yes  No | | **Signature:** |  | | **Date:** |  | |

***The line manager receiving this form should contact their*** [***HR Partner***](http://www.lse.ac.uk/intranet/staff/humanResources/Whos%20Who/home.aspx) ***to progress this application or seek further advice.***