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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:** |  |

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***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.***