
Request for Flexible Working Arrangements – Application Form

Personal Details

Applicant Name: _____ Manager: _____

Department: _____ Business: _____

To: _____ (Manager)

Please tick

- ☐ I would like to request a flexible working arrangement that is different to my current working pattern. I confirm I meet the eligibility criteria as outlined in the relevant employment legislation as detailed below (for details of your relevant employment legislation please refer to the [Workplace Flexibility Policy](#)).

Eligibility Criteria:

Reason:

If you are not sure whether you meet the criteria, please contact your Human Resources Representative for further assistance.

And:

- ☐ I have worked continuously as an employee of the company for the last 12 months (i.e. immediately before making this request)

OR

- ☐ I am not eligible to submit a request under the relevant employment legislation however would like to submit a proposal for consideration.

1. Describe the working pattern you would like to work in the future (days/hours/times worked/location):

2. I would like this working pattern to commence from _____(date)

3. **Impact of the new working pattern** - I think this change in my working pattern will affect my employer and colleagues as follows:

4. **Accommodating the new working pattern** - I think the effect on my employer and colleagues can be dealt with as follows:

Applicant Signature: _____ Date: ____/____/____

(Please submit a copy of this application to your Manager and to peopleandculture@teg.com.au)