

Flexible Work Application Form.

The Fair Work Ombudsman requires that requests for flexible work are delivered to the employer in writing to ensure clarity on agreements and adherence to legal requirements. The template below will help aid employees who wish to request flexible work:



Full name:

Date:

Job Position:

Team:

Employer Name

Current Work Arrangement

Current Place of Work:

Current Days Worked:

Current Hours Worked:

Proposed Flexible Working Arrangement

Part-time

Working from home

Job Share

Flexi Time

Other: _____

Phased Retirement

I would like the new arrangement to be permanent and start from:

(day, month, year)

I would like the new arrangement to be temporary:

Start date

End date

Reason for the request: (optional)

I believe the proposed arrangement may lead to the following benefits and barriers:

	Benefits	Potential Barriers
Myself:		
Business:		
Team:		
Customer:		
I suggest we could fix the potential barriers by:		
Signed:		
Name:		
Date		