

## **HOMEWORKING APPLICATION FORM**

You can use this form to make an application to work from home on an occasional basis.

You only need to make this application once. If agreed it will cover you for all other times when you and your manager agree it will be suitable for you to work from home. This arrangement will not mean a contractual change to your contract and can be terminated by either party.

If this arrangement is agreed by your manager then the form should be sent directly to Human Resources. If your manager does not agree then the form should be forwarded to Human Resources where it will be reviewed by the Flexible Working Panel.

### **Personal Details:**

<b>Name</b>	
<b>Manager</b>	
<b>Division</b>	

**Please describe how working from home will be of benefit and when you would look to utilise this working arrangement**

**Please describe, if any what IT support you would require to allow this to happen, or indicate if you will be using your own computer.**

You should be aware that if you have Council IT equipment installed at home and you terminate the arrangement the following will apply:

- Within 3 months of the arrangement commencing, the employee will pay 100% of the initial costs.

- Within 6 months of the arrangement commencing, the employee will pay 50% of the initial costs.
- Within 1 year of the arrangement commencing, the employee will pay 25% of the initial costs.

If the arrangement is terminated by the Council, unless for reasons of the employees misconduct the employee will not pay any costs.

**To be completed by the employee:**

**I have read and understood the Homeworking and Hot Desking Policy and agree to the principles contained within it:**

<b>Signed by:</b>	
<b>Date:</b>	

**To be completed by the Manager:**

**I Agree/Disagree to the above request for the following reason:**

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<b>Signed by:</b>	
<b>Date:</b>	

**To be completed by the Flexible Working Panel:**

<b>Approved</b>	<input type="checkbox"/>
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<b>Rejected</b>	<input type="checkbox"/>
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<b>Reason:</b>	
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<b>Authorised by:</b>	
<b>Date:</b>	