

**FLEXIBLE WORKING (JOB SHARE TEACHERS)
TO BE SUBMITTED AT LEAST 12 WEEKS* PRIOR TO REQUESTED START DATE**

NAME:

SCHOOL:

POST:

HOME
ADDRESS:

CONTACT
TELEPHONE:

POSTCODE:

CONTACT EMAIL:

PROPOSED PATTERN OF JOB SHARE

MONDAY
am pm

TUESDAY
am pm

WEDNESDAY
am pm

THURSDAY
am pm

FRIDAY
am pm

Proposed date for commencement of new working pattern:

Please give a brief statement on what effect (if any) this proposed change would have on the school and how you think any effect might be dealt with;

Is this request in relation to the Equality Act 2010 (e.g., as a reasonable adjustment for a disability)?

YES/NO

I understand that I have a statutory right to request a change to my working hours and confirm that:

- (a) I have 26 or more weeks continuous employment with East Dunbartonshire Council and
- (b) I have not made a previous application for flexible working within the last 12 months

Signature of
Applicant:

Date of Application:

****If the proposed start date is the start of a school session, requests must be submitted at least 12 weeks before the end of the previous session.***

PM 2/07/F01
Job Sharing Scheme Application Form

PART B: To be completed by the Head Teacher

I have discussed the request for job sharing with the employee and propose that, in principle,

- | | |
|--|----------|
| • The request is granted in full. | YES / NO |
| • The request be granted with modifications. | YES / NO |
| • The request is not granted. | YES / NO |

Please give reasons if the proposal is that the request is not granted or granted with modifications.

Signature:

Date:

PART C: To be completed by the Resource Planning Manager

I have considered the request for job sharing and the recommendation of the Head Teacher and confirm that:

- | | |
|--|----------|
| • The request is granted in full. | YES / NO |
| • The request be granted with modifications. | YES / NO |
| • The request is not granted. | YES / NO |

Please give reasons if the request is not granted or granted with modifications.

Signature:

Date: