



# Risk Management Security Services

## Flexible Working Request Form

Please complete the following form, answering all the questions if you wish to make a formal request for flexible working. We will then review this request in line with ACAS guidelines on handling such requests.

### About You

**Last Name:**

**First Name:**

**PIN:**

**Site No:**

### Your Request

In the boxes below please enter the date of this request and the date you would ideally like the change, if we are able to accommodate it, to commence.

**Date of Request:**

**Date of Change:**

Please detail below the change that you are requesting:

Please detail below what affect you think the requested change would have on us as your employer and how, in your opinion, any such affect might be dealt with:

Please provide us with information on why you are seeking this change and any more information that you feel is relevant to this request:

## Informal Discussions

Where ever possible we like to try and handle request and problems informally to the satisfaction of all parties involved. Therefore in the section below please detail if you have tried to discuss this informally and what the nature of these discussions was. If you have not had any informal discussions please detail why you were unable to.

I have discussed this issue informally with the people involved (detail below)?

Yes / No

## Previous Requests

Please tell us below if you have made any previous requests of a similar nature. If you have please also provide us with the dates that these were made.

Have you made any previous requests similar to this request?

Yes / No

If Yes, please provide us with date of this request.

## Declaration

I confirm that this is a statutory request for flexible working and wish it to be considered in accordance with the ACAS guidelines on such requests.

Print Name:

Signature:

Date:

## Returning the Form

Human Resources  
Risk Management Security Services  
The Old Courthouse  
Hugehenden Road,  
High Wycombe  
Bucks  
HP13 5DT

Or you can email a **scanned and signed** copy it to [hr@riskmanagementsecurity.co.uk](mailto:hr@riskmanagementsecurity.co.uk)

## Internal Use Only

This section is for internal use only and should **not** be completed by the individual making the request.

Date Received:

Initial Formal Meeting Date:

Appeal Meeting Date (If Applicable):