

**UNIVERSITY OF DUNDEE**  
**HUMAN RESOURCES**

**WORK/LIFE BALANCE POLICIES**

**JOB SHARE / PART-TIME WORKING APPLICATION FORM**

**Section 1 - Applicant**

NAME.....

DEPARTMENT/SCHOOL.....

CURRENT POST ..... CURRENT HOURS OF WORK .....

1. Are you applying for job share/part-time working in your current post? **YES / NO**

**If NO then please complete section 1 and send to Human Resources**  
**If YES then complete section 1 and pass to Head of Department/School**

2. On what basis are you applying to change your hours?  
**Permanent**  **Short term**  **how long? .....**

3. Please outline the number of hours per week you wish to work together with details of which days etc. you wish to work (i.e. Monday, Tuesday, mornings only).  
.....  
.....  
.....

4. If applying for jobshare/part-time working in current post, please outline the effect you think the change in working pattern will have both on the work that you do and on your colleagues.  
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.....  
.....

5. If it is not possible to offer you job share or part-time working in your current post, do you wish to be considered for another job share or part-time post elsewhere?  
**YES / NO**

6. If you wish to be considered for a job share or part time post elsewhere, please complete the following;  
  
*(this information will be kept on a register held in Human Resources and you will be contacted should a suitable vacancy arise)*  
  
Type of work you would consider (i.e. clerical) .....  
Minimum salary you require .....  
Locations which you would consider .....

*I understand that if my application is approved, I will be issued with a new contract of employment which will vary my terms and conditions of service.*

.....(Signature of Applicant).....(Date)

**Section 2 - Head of Department/School**

1. Suitability of current post for job share/part-time working (where post is considered unsuitable please give reasons)

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2a. Suitability of arrangements proposed by the applicant (where arrangements are not suitable please state why)

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2b. Where arrangements proposed by the applicant are not suitable please state any arrangement which would be acceptable.

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3. Any additional comments .....

.....  
.....

4.  I support the application in full

I support the application in part (please specify)

.....  
.....

I do not support the application (please specify)

.....  
.....

5a. Although the applicant's current post is not suitable for job share/part-time working the following post within the department/school could be offered;

Post ..... Location .....  
Hours per week ..... Salary .....

5b.  No other suitable job share/part-time vacancy exists at present and the applicant's name should be placed on a register.

.....(Signature of Head of  
Department/School).....(Date)

- Copy to:**
- 1. **Applicant**
  - 2. **Human Resources**

**(see over for Guidance Notes and Procedure)**

## **GUIDANCE NOTES AND PROCEDURE**

### **GUIDANCE NOTES**

The University acknowledges a range of flexible working practices and has introduced Job Share and Part-Time working in a variety of posts. The right to apply for flexible working is provided for within the Employment Act 2002.

The Job Share / Part-Time Working Application Form is intended for use when an employee wishes to reduce their working hours. The reduction can be requested either on a permanent or short-term basis.

All requests to work on a Job Share or Part-Time basis should be submitted on the Job Share / Part-Time Working Application Form. Applicants can either request a change in the hours of work in their current post or to be considered for suitable posts which may arise elsewhere within the University (a register is kept within Human Resources for individuals interested in Job Share or Part-Time working).

Applications to work on a Job Share or Part-Time basis are welcome from all staffing groups, and no application will be discriminated against on the grounds of sex, marital status, disability, race, colour, nationality or ethnic origin, sexual orientation or age.

### **PROCEDURE**

#### **Requests to work reduced hours in current post**

The applicant completes section 1 giving details of the hours of work they would like on which days etc and an outline of the effect the change in working pattern will have on the Department.

The completed form should then be sent to the Head of Department/School.

The Head of Department/School must fully consider the applicant's request and assess the current role of the individual. Account should be taken of the duties, responsibilities, and regular commitments which the individual has. Consideration should be given to the flexibility of the role and the possibilities for redistribution of workload.

Where it is felt that the role does not lend itself to the proposals made by the applicant thought should be given to any alternative working arrangements which could be accommodated.

If it is felt that the position would accommodate a Job Share arrangement or more than one person working part-time to cover the current working hours, the Head of Department/School should contact Human Resources to establish whether an appropriate match exists on the register, before advertising the vacant post.

When considering the application for Job Share / Part-Time working, the Head of Department/School will assess the feasibility in terms of the impact of the work in the Department. The Head of Department/School should meet with the member of staff to discuss their request within 28 days of receipt of the application and should notify the employee of their decision, in writing, within 14 days of that meeting

The completed Job Share / Part-Time Working Application Form should be sent to Human Resources. If the application has resulted in a change to current contracted working hours, written confirmation of the change should be sent to Human Resources in order that the appropriate amendments be made.

#### **Requests to be considered for suitable posts elsewhere in the University**

The applicant completes section 1 giving details of the hours of work they would like, on which days, etc. The form should then be sent to Human Resources, where the details will be held on a register and the applicant will be contacted should a suitable vacancy arise. The

applicant would then apply for the position in accordance with the University's Recruitment Procedures.