



Application Form for Job Share Scheme

Applicants are advised to read this form carefully in conjunction with the Job Share Scheme Policy before signing. Applicants who are uncertain as to the meaning of any aspect should seek clarification from the Employee Relations Manager. The complete application form must be submitted to Employee Relations a minimum of **9 months prior** to the commencement of leave.

***Please note ALL FIELDS are Mandatory**

Part 1 Applicant Details

Name: _____

Staff ID: _____ Contact No.: _____

Unit/School: _____ Grade: _____

Part 2 Duties attached to Post

This section should outline the courses currently provided, hours of teaching, and areas of research and administration for which the applicant is currently responsible. Please use additional sheet as necessary.

1) Teaching:

2) Research:



3) Contribution to the School, University, and community:

Part 3 Details of Job Share Arrangement

Period for which job share is sought:

- a) *Normally job-sharing is for two years*
- b) *All requests will be processed within nine months*
- c) *Should you wish to continue arrangement on a permanent basis, apply to Employee Relations, Copied to Head of Unit/School, at least nine months before the expiry of the initial job-share period*

Start Date: _____

End Date: _____

Purpose for which job share is sought:

Preferred job share arrangement:

- a) *Please refer to the policy Section 9 which outlines typical arrangements*
- b) *This arrangement must outline fully how the post duties outlined above will be split per the policy*



'I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS OF THE JOB SHARE POLICY. I AGREE THAT DURING THE PERIOD OF MY SERVICE IN A JOB-SHARING CAPACITY, I WILL NOT ENGAGE IN ANY FORM OF EMPLOYMENT THAT WOULD BE IN CONFLICT / COMPETITION WITH MY SERVICE TO THE UNIVERSITY'

Signed: _____ Date: _____
Employee

'I APPROVE OF THE JOB SHARE REQUEST AS PER THE CONDITIONS ABOVE.'

Signed: _____ Date: _____
Head of School/Unit **PRINT NAME**

Signed: _____ Date: _____
Employee Relations Manager