1. **YOUR DETAILS**

|  |  |
| --- | --- |
| Full name: |  |
| Employee number: |  |
| Job title: |  |
| Academic Unit/Service: |  |
| Date of appointment: |  |

1. **JOB SHARE PROPOSAL**

I wish to apply to convert my current full time post to a job share arrangement as proposed below. (\*Please note: at least 3 months’ notice is required.)

|  |  |
| --- | --- |
| Preferred start date\* for job share: |  |
| Preferred total hours per week (min 16): |  |
| Preferred working pattern: |  |
| Reason for application to job share: |
|  |
| Employee signature: |  |
| Date: |  |

1. **APPROVAL**

**HEAD OF ACADEMIC UNIT/SERVICE**

|  |  |
| --- | --- |
| Application approved: | Yes/No |
| Reasons for decision: |
|  |
| If yes, summary of any arrangements agreed: |
|  |
| Name of Head of AU/Service: |  |
| Signature of Head of AU/Service: |  |
| Date: |  |

1. **RETURN TO**

Please submit the complete and signed application to HR Triage in one of the following ways:

|  |  |
| --- | --- |
| Using HR Serviceline Online: | [www.southampton.ac.uk/ithelp](http://www.southampton.ac.uk/ithelp)  |
| In person/by post: | HR Triage, Building 37, Room 4123, Highfield Campus |