

APPLICATION TO AMEND WRITTEN STATEMENT OF EMPLOYMENT (Art 3A)

1. Employee's Name:

2. I confirm I that I have not made a previous request to amend my written statement of employment in the last 12 months and that my work pattern has been settled for at least 6 months prior to this application being made.

3. I am applying to request a change to my written statement of employment on the following basis:

My hours of work with effect from (date):

My place of work with effect from (date):

Please tick all/any that apply.

I understand that if my request is agreed this will mean a new statement of written terms of employment will be issued to me within 4 weeks of my request being accepted, this may mean a change to my existing salary and benefits.

5. Please detail below the change or changes that you are requesting and the preferred date any changes will be effective from:

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Employee:

Signed: Date:

Application Received for Settled Hours Amendment

Within 4 weeks

Respond to the Employee

Application Agreed

Within 4 weeks provide a new written terms of employment

Application Refused

Within 2 weeks

Appeal notice Lodged

Within 2 weeks

Meet with Employee (and their representative)

Within 14 days

Appeal Upheld
Within 4 weeks provide a new written

Appeal Declined