



# Career Break Request Form

If you want to request to take a career break, please fill in this form and give it to your manager. You may also find it useful to keep a copy for yourself.

It's important that you complete this form as fully as possible so we have all the information we need to consider your request.

## Personal details

<b>Name:</b>	
<b>Employee number:</b>	
<b>Place of work:</b>	
<b>Date of request:</b>	

**Please outline below your reason(s) for wanting to take a career break**

<b>When would you like the career break to start?</b>	
<b>When would you like to return to work?</b>	
<b>Have you submitted any previous requests for a career break while working at the Co-op? (Yes / No)</b>	
<b>If yes, please give us the date of your last application.</b>	

I confirm that, to the best of my knowledge, the above details are correct.

<b>Colleague signature:</b>	
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