**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 at least three months in advance of when you want your career break to start. 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. Please read the Career Break policy alongside completing this form.

Remember you must have 12 consecutive months service to apply for a career break.

**Personal details**

|  |  |
| --- | --- |
| **Name:** | Nichola |
| **Employee number:** |  |
| **Place of work:** |  |
| **Date of request:** |  |

|  |  |
| --- | --- |
| **Please outline below your reason(s) for wanting to take a career break** | |
| **When would you like the career break to start?** |  |
| **When would you like the career break to end ?** |  |
| **Have you submitted any previous requests for a career break while working at the Co-op?** **(Yes / No)** |  |
| **If yes, please give us the date of your last application.** |  |

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

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| **Colleague signature:** |  |