The Uniting Church in Australia
Synod of South Australia

Working From Home Application

Please refer to the Uniting Church SA Working From Home Policy

Employee and Position Details

Name

Position

Ministry Centre

FTE Contracted hours per week

Working From Home - Rationale

What are the benefits you anticipate from working from home? (to you and the UCA SA)

What are the challenges you might encounter working from home and how do you plan to address these?

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Requested work arrangements

	Hours Working From Office	Hours Working From Home
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Is there any other information you would like to provide?

☐ **WHS - Appendix 1**

I have read WHS – Appendix 1 in the Working From Home Policy

☐ **IT&T - Appendix 2**

I have read IT&T – Appendix 2 in the Working From Home Policy

EMPLOYEE

Name Sign Date

LINE MANAGER

Name Sign Date

WHS CO-ORDINATOR

Name Sign Date

EXECUTIVE OFFICER

Name Sign Date

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ADDITIONAL COMMENTS (For Office Use Only)

To provide feedback on this application form, please email resources@sa.uca.org.au