

**CAREER BREAK APPLICATION FORM**

Name:

Team/Unit:

Length of City of London Service:                years

Do you have any outstanding loans with the City of London Corporation?  
If Yes, please include details.

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Proposed start date:

Will the career break is to follow a period of extended absence under  
another policy (e.g. maternity)

Please select - and provide explanation below

What are your reasons for requesting a career break?

Please Select - and provide explanation below

How long would you like the Career Break to be?                0 Months

Have you considered any of the other types of special leave to enable  
you to undertake your domestic or other commitments?

Please Select - and explain below

Will you be undertaking paid employment or self employed activity?

Please select - and provide explanation below

How will you maintain contact with the City of London and, where applicable, update relevant skills and knowledge?

Please provide any additional information which will assist in determining your suitability for a career break.

Signature:

Date:

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**Line Manager's Comments:-**