

**Reserve Forces Notification Form**

Your name	
Your payroll number	
Your national insurance number	
Your line manager's name	

Please tick/complete as appropriate:	
I confirm that I am a Reservist for the armed forces and as such may require time off for training or may be mobilised into full military service	
I am a Reservist who holds High Readiness Reserve (HRR) status	Yes/No
If time off is required, I will complete the Reserve Forces Application for Time Off Form.	
I am no longer a Reservist with effect from (please enter date in box)	

Signed:

Dated:

NOW PASS THIS FORM TO YOUR LINE MANAGER

Manager signature:

Date:

Print Name:

Once completed this form should be scanned and emailed to hr.operations@southtyneside.gov.uk