

ID REQUEST FORM – New Employee

**THIS APPLICATION WILL NOT BE PROCESSED WITHOUT MANAGERS SIGNATURE & RC CODE
NEW STAFF MUST BRING PHOTO IDENTIFICATION**

Name: First Name Surname

Position:

Department: **Employee Number:**

STATUS: TICK BOX ✓

- WDHB Staff
 - Health Alliance Staff
 - Contractor
 - Other
- TICK BOX ✓

PROOF OF IDENTITY IS REQUIRED FOR NEW STAFF – DRIVING LICENCE/PASSPORT

New Appointment - Start Date: ____/____/____

Non-Permanent - Expiry Date: ____/____/____

I DO NOT CONSENT TO WDHB TO USE MY STAFF PHOTO ID FOR ANY OTHER INTERNAL COMPANY PHOTO PURPOSES.

EMPLOYEE

Signature: Date:

CARD ACCESSORIES TICK BOX ✓ Pull Clip Neck Lanyard Card Holder

ID CARD PHOTO SESSIONS – BY ARRANGEMENT OR AT TIMES BELOW

VENUE	DAY	TIME	LOCATION
Waitakere Hospital Phone ext. 7965 for	Monday	9:00am – 3.30 pm	Security Office Rear of Outpatients 2
North Shore Hospital Phone ext 3814	Tuesday and Thursday	9.00am – 3.30pm	Security Office Lower ground floor next to SSU

AUTHORISATION – PLEASE PRINT

Manager Name RC Code

Manager's Signature: Date:

*** PROOF OF ID NECESSARY FOR NEW STAFF *
FOR SECURITY SERVICES USE ONLY / IDENTIFICATION SIGHTED & APPROVED**

DRIVING LICENCE PASSPORT OTHER (eg 18 Plus Card)

Date ID Card Issued: Issued/Approved by:

TERMS AND CONDITIONS

- The following terms and conditions apply to the operation of this form:
- (a) Access cards are issued only to WDHB/healthAlliance employees, selected contractors and students.
 - (b) Charges for card are for the cost of the card, licence fee and handling fee.
 - (c) Cards must not be borrowed or lent and must be kept secure.
 - (d) Only one card will be issued to a user at any one time. control room id request form.doc
 - (e) Lost or stolen cards must be reported to Security, extn. 2020/3814 or 2075.
 - (f) Cards must be surrendered when leaving the employment of WDHB/CMDHB/healthAlliance.



TRAFFIC SERVICES PARKING APPLICATION FORM

Please tick the box to indicate your requirements.

NEW STAFF PERMIT & ACCESS CARD	<input type="checkbox"/>	REPLACE EXPIRED GREEN PERMIT	<input type="checkbox"/>
NEW VEHICLE GREEN PERMIT	<input type="checkbox"/>	REPLACE LOST ACCESS CARD	<input type="checkbox"/>

Green permits allow Waitemata DHB staff to park the campus in the areas designated "Green Permit". Availability of parking on Waitemata DHB sites is limited and is not guaranteed.

Entry to staff car parks is by use of a Waitemata DHB Parking Access Card where barriers are in operation. This is different to the Security staff I.D. card.

Staff that commute to work on scooters and motorcycles must register their vehicles with Traffic Services and park in the designated cycle parking areas.

Motorcycles and scooters are not required to display a permit but, for their own safety at the barriers, must take a ticket to enter and push the intercom button to leave.

Please print the following details clearly

Name: _____

Address: _____

Contact: Home: _____ Ext: _____ Mobile: _____

Department: _____

Vehicle Details

Registration	Make

Traffic Staff Use Only

Permit #	Access Card #

Motor Cycles & Scooters

Registration	Make

Vehicles to remove from database

R: _____	M: _____	R: _____	M: _____	
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I agree to comply with the WDHB *Traffic & Parking Policy* and *The Conditions of Entry & Limitation of Liability*.
 (Available on the Traffic homepage on the Staff Intranet)

I understand that my vehicle may be towed away at my expense if I do not comply with these conditions.

I will ensure that my parking permit remains up-to-date and renew it prior to its expiry.

Replacement cards cost \$20.

Signed: _____ **Date:** _____

Please forward this form to Traffic Services, North Shore Hospital Campus. If you have any queries please contact Traffic Services on ext 4699 or 2005.

Issued	Initial	Traffic Staff Use Only	Entered	Initial
Date			Date	