



Middlemore Hospital Carpark

'SMART' Card Application Form

FIRST NAME :

LAST NAME :

E-MAIL ADDRESS :

HOSPITAL DEPT :

HOSPITAL EXT :/PAGER:.....

CONTACT PHONE :

VEHICLE REGISTRATION:.....

Please circle one

WEEKLY ACCESS CARD

DAILY ACCESS CARD

A Card will not be issued unless the vehicle registration is included on the form at the time of applying.

A hospital contact phone number is mandatory

i agree to Middlemore Carparking Limited holding personal information i have provided in this application to be used only in accordance with the Privacy ACT, 1993.

i have read and agree to the Terms and Conditions of Parking as provided by Middlemore Carparking Limited.

Please note that you wont get a refund of the unused money on your staff access card.

Signature :Date:

Office Use Only

Smart Card Numb :

Date Recieved :

Card Programmer :

Date Completed :

Payment Cash Eftpos Credit card (Circle one only)

Security Access & ID Card Request Form

Name:

Position:

Department: Work Phone Contact

Location:

Vehicle Registration

STATUS:

TICK BOX ✓

- CM Health Staff
- Consultant
- Temporary Staff
- Contractor
- Spotless
- Student
- Volunteer
- Interpreter
- Other

PLEASE NOTE A COPY OF YOUR STAFF PHOTO WILL BE HELD ON YOUR ELECTRONIC PERSONNEL FILE FOR IDENTIFICATION PURPOSES

REASON FOR ID REQUEST

TICK BOX ✓

- New Appointment
Start Date: __/__/__
- Non-Permanent
Expiry Date: __/__/__
- Expired Card
- Change of Name
- Change of Position or Title
- Lost or Stolen Card
- Damaged Card

Other Reason

EMPLOYEE ACKNOWLEDGEMENT

Signature: Date:

ID CARD PHOTO SESSIONS

VENUE	DAY	TIME	LOCATION
CM Health Phone ext. 9156 for further information	Monday – Friday	8.00 am – 12.00 pm No exceptions outside these hours unless by appointment only	Security Services Old CCU Corridor, Room 19

AUTHORISATION

Manager:

Department/Service: RC Code:

Manager's Signature: Date:

FOR SECURITY SERVICES USE ONLY

Date ID Card Issued: Issued by:

TERMS AND CONDITIONS

The following terms and conditions apply to the operation of this form:

- (a) Access cards are issued only to CM Health/healthAlliance employees, selected contractors and students.
- (b) New and replacement cards cost \$15.00 each, charged to either the user or the relevant RC code.
- (c) Charges for card are for the cost of the card, licence fee and handling fee.
- (d) Cards must not be borrowed or lent and must be kept secure.
- (e) Only one card will be issued to a user at any one time.
- (f) Lost or stolen cards must be reported to Security, extn. 9156 CM Health.
- (g) Cards must be surrendered when leaving the employment of CM Health/healthAlliance