

Appointment date/time:

YORK TEACHING HOSPITAL NHS TRUST
SECURITY CP DEPT
ID/CP Office. Ground Floor. Admin Block
Multi Storey Car Park. York Teaching Hospital. York. YO31 8ZZ

For office use only:

APPLICATION FOR SECURITY IDENTIFICATION PASS

This form should be completed in full before requesting authorisation (see below). Incomplete forms will not be considered. To book an appointment please telephone (72) 5250/1591. Opening time 09.00-12.00 & 13.00-16.00.

SIP BADGE APPLICATION: The employee should bring this completed application form, together with their existing or previous ID badge(s). New staff will require some other form of identification, (E.g. Your passport or driving licence). If you have lost your ID please report this to the office ASAP, you will be given instruction on how to proceed. Please do not attend prior to ONE WEEK of your commencement date.

SURNAME

PREFERRED FORENAME TO APPEAR ON PASS

FORENAMES

DATE OF BIRTH TITLE (Mr/Mrs/Miss/Dr etc.)

PROFESSIONAL BODY REGISTRATION No. GMC/GDC

PAYROLL NUMBER.....Other (Please Specify

HOME/ RESIDENTIAL ADDRESS

.....

EMPLOYER (If not York Teaching Hospital NHS Trust employee)

TYPE OF CONTRACT PERMANENT (or if TEMPORARY you must give termination date)

DIRECTORATEHuman Resources.....

WORKBASE/SITE

JOB TITLE

WARD NO/ DEPARTMENTNurse Bank..... RETIRED YES/NO.....

TEL EXTN./BLP NO771 5343.....If yes then £2.00 to be paid to Cashier, York Hospital

EXISTING BADGE NO (if applicable) Signed by Cashier as paid

AUTHORISED SIGNATORIES for Clinical Directorate/Department only: Please ensure the form is completed in full before signing this section in BLUE ink. (Photocopy signatures will not be accepted.)

Workforce Budget Unit Code (and Access Details where necessary)

I confirm that is employed and/or works in the area stated or has retired from the area stated and is authorized to apply for an SIP badge.

Authorised Signature Date 18-Jan-2018

Please PRINT name and job title Amy Messenger – Nurse Deployment Manager

Contact phone number / Extn / Blp 771 2040