

APPLICATION FOR ID BADGE

General Access will be given, any additional access will need to be granted by your line manager via an additional access form located on Workplace.

Anyone working in South Street or Lyon Road please have your manager email steve.jones37@nhs.net stating your full name and your I.D badge number.

Anyone working in Bates or Barking will need to have their I.D arranged within these areas only as they work differently to BHRUT.

NAME

*(Including title e.g. Mr/Mrs/Miss/Ms/Dr)

JOB TITLE

HOSPITAL SITE (Queens / King George)

.....

HOSPITAL WARD/DEPARTMENT

CLINICAL GROUP

EXT. No BLEEP No

HOME ADDRESS

.....

.....POST CODE

PERMANENT STAFF*YES/NO

BANK STAFF*YES/NO

TEMPORARY STAFF FINISH/STUDENT COURSE EXPIRY DATE

MEMBER OF STAFF'S SIGNATURE:

.....

(PLEASE PRINT NAME)

Please do upload a picture of yourself alongside this form using the following guidance and submit too: IDOffice.Queens.HC.UK@sodexo.com copying your line manager, please note that if you do not upload a photo you will not be able to gain entry into the main hospital wards and local sites:

The digital photo must:

- contain no other objects or people
- be taken against a plain light-coloured background
- be in clear contrast to the background
- not have 'red eye'

If you're using a photo taken on your own device, include your head, shoulders and upper body.

In your photo you must:

- be facing forwards and looking straight at the camera
- have a plain expression and your mouth closed
- have your eyes open and visible
- not have hair in front of your eyes
- not have a head covering (unless it's for religious or medical reasons)
- not have anything covering your face
- not have any shadows on your face or behind you

Do not wear glasses in your photo unless you have to do so. If you must wear glasses, they cannot be sunglasses or tinted glasses, and you must make sure your eyes are not covered by the frames or any glare, reflection or shadow.

A copy of the Trust's I.D. Badge and Access Control Policy can be viewed on the Trust's Intranet or alternatively from the I.D. Badge Issuing Office.

*** Delete as appropriate**

ID BADGE WILL NOT BE ISSUED WITHOUT THIS FORM BEING COMPLETED AND SIGNED.