

Photographic ID Badge Application Form

Please take completed form to:

HR Reception, Level 1, Highgate Wing, Dartmouth Park Hill, London N19 5JG

Badge issuing times: Monday to Thursday 9.30 – 11.00 a.m. ONLY

SECTION 1 - Badge holder details

PLEASE NOTE - Your staff photo will be displayed on the Intranet Staff Directory with your name and job title. Your first name and surname must match your ESR record. If you wish to have a Preferred Name appear on your photographic ID badge, this must also match your ESR record.

Title		First Name		
Surname			Preferred Name (please note above before inputting a preferred name)	
Job Title			Department	
Acute Hospital Based				YES NO
Community Based and Base Name	YES NO		Base Name:	

PHOTOGRAPHIC ID BADGE

SECTION 2 - Type of Badge required (please tick ONE)

Employee	Bank	Honorary	Student	Volunteer	Contractor *	Agency	Follow me Printer access only	Other **
* if contractor please enter recharge cost code for department				** If other please state clear reason for badge request and this will be checked before a badge is issued by the recruitment operations manager				

SECTION 3 - Reason for badge (please tick)

New employee	Change of role	Old/Worn badge (please return your old badge when collecting your new one)	Lost or damaged badge ***	Other ****
*** If you have lost or damaged (through misuse NOT age) your ID badge please see Section 5		**** If for another reason please state and this will be checked by the recruitment operations manager before badge is issued		

SECTION 4 - PIN badge

UNIFORM PIN NAME BADGE

Please tick if you require a PIN badge - the name and job title will be the same as on your photographic ID badge however may need to be shortened to fit on badge

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SECTION 5 - Lost or damaged photographic ID badges

You are required to visit cash and banking and pay £10 for a replacement photographic ID badge BEFORE we can issue a replacement. Please bring your receipt along with this form fully completed and cash and banking having completed the section below.

CASH AND BANKING - Replacement ID and or Name Badge – Money to be recharged to Budget Code AARL 7257

Date of payment		Receipt Number	
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I confirm I have paid the required £10 fee for a lost or damaged ID badge form and have attached the receipt from Cash and Banking

Badge requester to initial as confirmation:

SECTION 6 - Badge requester line manager approval and recruitment administration

Name of Line Manager of badge requester

Line Manager signature

Date signed

Additional signature of recruitment operations manager to confirm miscellaneous requests

Recruitment Office to complete

Badge Printed

Badge Issued

Old badge returned if applicable

Signature of issuer

SECTION 7 - Badge Holder receipt of badge confirmation - I understand that if this badge is lost or broken I will be liable to pay £10 to replace it.

I confirm I have received my badge

Signature

Date

SECTION 8 - for security use only

Key code

UCL / Student

Crash Team

High Risk

Bike Shed

General

DTC Exit

Lifts

PFI

Highgate Wing