|  |  |
| --- | --- |
| Full name: |  |
| Job Title: |  |
| Start date: |  |
| Site and department: |  |
| Is it a mobile or office based role? |  |
| If a mobile role, is a home printer required? |  |
| Is a PC, laptop or surface device required? |  |
|  | |
| Is a mobile phone required? |  |
| Is there already a mobile number in the department that can be used? Please specify: |  |
| Is the equipment already available in the department? Please provide details: |  |
| If the equipment doesn’t already exist is it in the budget? Please specify: |  |
| Please Indicate the email Distribution Lists you would like the employee to be included in |  |
| **Directors Name:** |  |
| **Authorising Signature:** |  |
| **If access to AX is required please fill in the sections below:** | |
| AX Main Menu |  |
| Please detail any options you would like to be omitted: |  |
| **If access to Qlikview is required please fill in the sections below:** | |
| Qlikview Apps Required: |  |
| **If access to Opera is required please specify the site and role:**  e.g. Aztec Reservations and Lodge Reservations | |
| **If access to Rezlynx is required please specify the site and role:**  e.g. Lister Arms, Generic or Manager | |
| Is access to Zonal Aztec Head Office application required? | |
| Is access to Fourth Hospitality required? | |
| **Any Other Information:** | |