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| --- | --- |
| Full name: |  |
| Job Title: |  |
| Start date: |  |
| Site and department: |  |
| Is the role mobile or office-based? |  |
| Is a PC, or laptop device required? If laptop is a dock, screen and keyboard 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:** |  |

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| If access to D365 is required please fill in the sections below: | |
| D365 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 or business applications required: | |