

Please complete the details below and take to Security at Monash Medical Centre - Clayton, or Dandenong Hospital, or MFM at Casey Hospital, along with the Cashier's receipt or confirmation that parking is being deducted from your salary.  
**Please see the reverse of this form for further information about the application process and completing this form.**

Student ☐ Monash University staff ☐ Monash Institute of Medical Research ☐ Monash Institute of Health Services Research ☐

Agency staff ☐ Honorary staff ☒ Volunteer ☐ Chaplain/Pastoral Care ☐ Other

Title:  Family Name:  Given Name:  Preferred Name (optional):

Work Phone Number:  Mobile Number:  Pager Number:

Role:  Department / Unit:  Hours worked per week / Fraction?

At which site will you be based?

Casey ☐ Clayton ☐ Dandenong ☐ Kingston ☐ Moorabbin ☐ Other

## Car Parking Access

Do you require car parking? No ☐ - Please sign and date in the boxes below.

Yes ☐ - If you require parking for a set time period, please give the start and end dates:

Start date	End date
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If yes, please give the registration number/s of the car/s you will use:

Main vehicle	Second vehicle
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Everyone using Southern Health staff car parking must inform Security of new registration numbers if they obtain another vehicle.

## Travel

As part of your role, will you be required to travel off site to other work-related locations?

No ☐

Yes ☐ ⇒ 3+ times per week ☐ 1 - 2 times p/w ☐ Less than once p/w ☐

## Working Days and Hours

Please give the normal hours/rostered **Start** and **End** times for your shifts/hours (regardless of the days of the week you work) e.g. 7.00 am – 3.30 pm; 9 am – 5 pm; 7 am – 7.30 pm. (If you always work the same hours, you only need to complete one box.)

To ensure you are given access to the most appropriate parking, please complete in full. Will you sometimes be "On Call": No ☒ Yes ☐

Start time	End time	Start time	End time	Start time	End time	Start time	End time
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To obtain your Identification Card and access to parking, please contact Security at either Monash Medical Centre (9594 2139), Dandenong Hospital (9554 8422) or MFM at Casey Hospital (8768 1838) to arrange an appointment. A refundable deposit of \$20.00 is required for temporary parking cards only. A full photographic ID card costs \$20.00 (non-refundable)

**A fee of \$20.00 will be charged for lost or damaged I.D. cards.** Please report lost cards immediately.

I understand that parking privileges are not transferable and that non-usage of an allocated car-parking permit may result in forfeiture of that permit. I further understand that Southern Health accepts no responsibility for any loss or damage to vehicles or property whilst they are on Southern Health premises and that user's park solely at their own risk.

Your Manager/Supervisor's signature

Your Manager/Supervisor's name

Contact number

9594 2750

Your signature

Date

## Security Use Only

Browns Rd NE ☐ Browns Rd South ☐ J - 11 am ☐ J - 9 am ☐ J - 6 am ☐ J - 24 hours ☐ Tarella Rd ☐ Public P ☐  
E ☐ G ☐ K ☐ Dand ☐ Dand PM ☐ Casey ☐ Kingston ☐ Moorabbin ☐

Payment Type:

Salary Deduction ☐  
Cashier ☐  
Not required ☐

Access/Sticker:

Access processed ☐  
Sticker issued ☐

ID Badge No.

Security/MFM Authority