



EMPLOYEE ACCESS REQUEST – Head Office

PERSONAL DETAILS (See Privacy Notice below)

Employee Name	_____			Dept	_____
Position Title	_____				
Office Required	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Temporary <input type="checkbox"/> Contract				
Contract Start Date	_____		Contract End Date _____		
Address	_____				
Phone	_____		Cell _____		
Emergency Contact	Name: _____		Contact Number _____		

KEY REQUIREMENTS

<input type="checkbox"/> Office	<input type="checkbox"/> General Building Access	<input type="checkbox"/> Other (please give location & rationale)
Other _____		
Comments _____		

UNIFORM REQUIREMENTS

Female	<input type="checkbox"/> Dress	<input type="checkbox"/> Jacket	Male	<input type="checkbox"/> Shirt	<input type="checkbox"/> T Shirt
	<input type="checkbox"/> Shirt	<input type="checkbox"/> Knit Top		<input type="checkbox"/> Polo Shirt	<input type="checkbox"/> Cap

INFORMATION SYSTEMS

Network /Intranet Access

Each login created for new Empire Trade Staff includes standard access to the admin website and to network drives (Administration [P], Correspondence [O], and a personal Drive [F]), email account, inclusion in the all staff email group, and Internet access. If non-standard access is required, please specify below, for example:

Administration A1 Master, Agents Group Email. If unsure, please check with the position supervisor.

☐ Other (specify) _____

Default view preferred for Intranet Notes System: ☐ Member Support ☐ Administration ☐ Real Estate

Do you wish to have Print View as you default view in the Member Edit Section ☐ Yes ☐ No

Computing Requirements

☐ PC required ☐ PC already available

Each desktop computer is provided with Microsoft Word, Microsoft Works, Microsoft Outlook Express, Adobe Acrobat Reader, Internet Explorer, McAfee Virus Scan and various relevant tools and utilities. If other software is required, please specify below.

Note: this does not guarantee acquisition and installation.

☐ Other Software Required: _____

Telephone Requirements

☐ Local Access ☐ STD Access ☐ ISD Access ☐ Company Mobile

Please note that a minimum of three working days is required for this form to be processed. If keys or computing equipment need to be ordered, more notice will be required.

Supervisor

Name _____

Signature _____

Date _____

Processed by Info Systems

Name _____

Date _____

PLEASE RETURN TO INFORMATION SYSTEMS ONCE A NEW STAFF APPOINTMENT FORM HAS BEEN AUTHORISED.

Admin use only

Username: _____ Password: _____

Information Privacy Notice

Empire Trade USA is collecting the information on this form to provide adequate resources for new employees to carry out their work tasks. Empire Trade may disclose some, or all of this information, to appropriate agencies if required including to the IRS. For more information read Empire Trade's Privacy Policy on the corporate website