



APPLICANT DETAILS

EMPLOYEE NAME: _____

PERSONNEL NO: _____

DEPARTMENT: _____

EMAIL ADDRESS: _____

EXT NO : _____

DATE : _____

SIGNATURE OF APPLICANT

SIGNATURE OF LINE MANAGER

NB: It remains the responsibility of the Line Manager to inform IT Services of resignations and transfers. All applicants who have access to the ITS are required not to disclose their passwords to anyone.

RECEIVED BY:	
_____ NAME & SIGNATURE	_____ DATE
PROCESSED BY:	
_____ NAME & SIGNATURE	_____ DATE
_____ ITS USERNAME	_____ APPLICANT'S FUNCTION