**PRIOR TO ARRIVAL FORM**

This form can be used to ensure that everything the new employee needs for their first day can be ordered on time. It can be also be used for employees moving from one service area to another.

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| **Employee Details** | | |
| Employee’s Name  Include title |  | |
| Name employee prefers to be known as. | (Please include if they have a LCC email address or if preferred name is to be on Business World On!) | |
| Employee Number/Pay role number if known |  | |
| State Directorate/  Team/Department |  | |
| Job Title/JEM reference number |  | |
| Employee work base address |  | |
| Start Date: | | End date if short term contract: |
| Line Manager’s Name (Red Jacket):  Telephone Number:  Email: |  | |
| Cost centre | for resources requests | |
| **Appointment Type:** | | |
| Internal Redeployment  External Recruitment | | |
| Secondment  Acting up  New Post | | |
| Permanent  Temporary | | |
| **Arrange/collect access passes and ID badges** | | |
| Issue Corporate ID badges  Temporary  Permanent  DBS check  LCC name badge  Children’s Barred List checked  Adults Barred List checked  Children & Adults Barred List checked  Please e-mail a passport standard photo through to BS\_Personnel\_Admin@lincolnshire.gov.uk for the ID card to be created. (Please state the name of the person that it refers to). | | |
| Newland pass City Hall pass  Serco  Discount bus pass  Other please specify …………………………………………………… | | |

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| **Resources** | |
| Order mobile phones | Mobile phone only  PDA  Other please specify…………………………….. |
| Order Avaya phone extensions- **(Please provide number)** | hunt groups  pick up groups  mobile(to be paired via ec500) |
| Provide Procurement Card forms and guidance (if required) | Use the following link to find forms and guidance: [Procurement](http://microsites.lincolnshire.gov.uk/procurement/buyer-portal/useful-info/epurchasing/) |
| Update the People Finder and Outlook details | For People Finder email [george@lincolnshire.gov.uk](mailto:george@lincolnshire.gov.uk)  For Outlook details Call IT helpdesk 01522 836868 |
| **IT (systems) access:** | |
| Arrange access to: | Business World On!  Performance Plus |
| Arrange/update access to provide details. | **(shared IT drives and generic inboxes)** |
| Order IT equipment  (details of health and safety equipment e.g. larger monitor, | Laptop  Desktop PC  Docking station |
| Software/systems required  Examples Business World On! Swift/ICS Performance Plus Softsmart infoview aspire  Citrix configured account for Thin Client |  |
| **Additional Requests** | |
| For e.g. specialist Health and Safety equipment or reasonable adjustment in regards to a disability | Identify/purchase equipment for further information refer to:  [Supporting Disabled Employees in the Workplace](http://www.lincolnshire.gov.uk/jobs/manuals/employment-manual/equality-and-diversity/supporting-disabled-employees-in-the-workplace/73108.article) |
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Updated April 2018