**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 badgesTemporary [ ]  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.ukFor 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