

ARRIVAL/DEPARTURE FORM

ANU COLLEGE OF LAW



ARRIVAL DETAILS

<p>This form can be filled in advance of people arriving. To avoid going back and forward please follow the process flow.</p> <p>Please start here.</p>	<p>(Title) _____ (First Name) _____ (Last Name) _____</p>	
	<p>(Estimated Date of Arrival) _____ (Date of Departure) _____</p>	
Office use only		
	<p>HOS, Dir. LWS, CEO or F&HR to complete</p> <p>_____</p>	<p>Position:</p> <p><input type="checkbox"/> Academic Staff <input type="checkbox"/> Responsible Officer _____</p> <p><input type="checkbox"/> General Staff <input type="checkbox"/> Research Assistant _____</p> <p><input type="checkbox"/> Visiting Fellow <input type="checkbox"/> Research Staff _____ (who for)</p> <p><input type="checkbox"/> Visiting Scholar <input type="checkbox"/> Other _____</p>
	<p>HOS or CEO to complete</p> <p>_____</p>	<p>Email List</p> <p><input type="checkbox"/> Academic Staff <input type="checkbox"/> Research Staff <input type="checkbox"/> Visitors</p> <p><input type="checkbox"/> General Staff <input type="checkbox"/> Research Students</p> <p>and/or <input type="checkbox"/> Teaching Staff</p> <p>_____ (Courses/Classes being taught)</p>
<p>Form held here until new arrival actually arrives</p>	<p>Services Office to complete</p> <p>_____</p>	<p>_____ (Mailing Address)</p> <p>_____ (After Hours contact numbers)</p> <p>_____ (Next of Kin) _____ (Phone Number)</p> <p>_____ (Signature) _____ (Dated)</p> <p>_____ (Room Number) _____ (Phone Extension)</p> <p><input type="checkbox"/> Key issued _____ <input type="checkbox"/> ANU Access Group _____</p> <p><input type="checkbox"/> ANU ID Photo <input type="checkbox"/> Induction manual received</p>
	<p>F&HR to Complete</p> <p>_____</p>	<p><input type="checkbox"/> Contract initiated <input type="checkbox"/> Uni ID _____</p> <p>System Termination Date _____</p>
	<p>IT&C Unit to complete</p> <p>_____</p>	<p><input type="checkbox"/> Account Created <input type="checkbox"/> ANU Account Created <input type="checkbox"/> Photo for Web</p> <p><input type="checkbox"/> Added to Email List <input type="checkbox"/> Given IT Manual</p> <p><input type="checkbox"/> Added to Website <input type="checkbox"/> Photocopier Number _____</p> <p>(<input type="checkbox"/> WW <input type="checkbox"/> Rm268)</p>
	<p>Services Office to complete</p> <p>_____</p>	<p><input type="checkbox"/> Added to Receptionist List</p> <p><input type="checkbox"/> Added to Phone List</p> <p style="text-align: center;">Responsible Officer to return form to Services Office</p>

ARRIVAL/DEPARTURE FORM

ANU COLLEGE OF LAW



DEPARTURE DETAILS

Applicant to complete	_____	
	(Forwarding Address - If known)	

	(contact numbers - if known)	

	(New Email Address - If known)	
	(Signature)	(Dated)

Office Use Only	
Services Office to complete _____	<input type="checkbox"/> Key recovered <input type="checkbox"/> Cardex recovered <input type="checkbox"/> ANU Photo ID
Finance and HR _____	<input type="checkbox"/> Contract Terminated
IT Unit to complete _____	<input type="checkbox"/> Account Deleted <input type="checkbox"/> ANU Account deleted <input type="checkbox"/> Removed from Email List <input type="checkbox"/> Email Forwarded <input type="checkbox"/> Removed from Website <input type="checkbox"/> Data Files Forwarded <input type="checkbox"/> Photocopier Number deleted => (<input type="checkbox"/> WW <input type="checkbox"/> Rm268)
Services Office to complete _____	<input type="checkbox"/> Removed from Phone List

To be kept for three months from date of departure.