



**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.***

<b>RECEIVED BY:</b>	
_____ <b>NAME &amp; SIGNATURE</b>	_____ <b>DATE</b>
<b>PROCESSED BY:</b>	
_____ <b>NAME &amp; SIGNATURE</b>	_____ <b>DATE</b>
_____ <b>ITS USERNAME</b>	_____ <b>APPLICANT'S FUNCTION</b>