



NEW STARTER INFORMATION CHECKLIST

EMPLOYEE/STUDENT/VISITOR

Please complete and return the following documents
New Starter Information Checklist (<i>i.e. this form</i>)
Emergency Contact
Application for JR Hospital ID
Lab Coat Request (<i>for stays longer than 6 months</i>)
Starting Work at the MRC WIMM
Personal Induction
Application for Novell Network Account

Please read the following document before you start at the WIMM
Getting Started with IT at the WIMM
IT Security Information
Information Security Policy and Best Practice
Run Hide Tell – Incident Information Sheet
WIMM Safety Manual

I confirm receipt of the above information.

Sign

Name (please print)

Date