|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Employee Number  |       |
| Job Title: |       | Department:  |       |
| HSE Email Address:  |       | Contact Telephone Number:  |            |
| Domain Username: |        | Domain: |       |
| HSE PostalDelivery Address & Eircode: |       | HSE Billing Address & Eircode: |       |
| **SMARTPHONE CONNECTION TYPE REQUIRED: PLEASE TICK AS APPROPRIATE** |
| * New Connection: [ ]
* Department:HSE Cost Code:
* Upgrade from Talk & Text phone to smartphone: [ ]  HSE mobile phone number:
* Upgrade from current smartphone: [ ]  HSE mobile phone number:
* Replacement of damaged smartphone: [ ]  HSE mobile phone number:
* Replacement of smartphone device (If lost/ stolen): [ ]  Was this reported to your mobile carrier?: Yes [ ]  No [ ]
* HSE mobile phone number:
* Are you planning on taking any long term leave: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* Business reason for smartphone order: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 |
| **USER DECLARATION**  |
| I have read and understood the Health Service Executive’s policies governing the use of its I.T. resources and I agree to be bound by the terms therein. I understand that I maybe subject to the HSE’s disciplinary procedures should I fail to comply with these policies (<http://hsenet.hse.ie/OoCIO/Service_Management/PoliciesProcedures/Policies/HSE_I_T_Acceptable_Use_Policy.pdf>)  Employee Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  **LINE MANAGER APPROVAL**  |
| Line Manager Name:       Line Manager Email Address:       Line Manager Contact Telephone Number:      Line Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **GENERAL MANAGER APPROVAL**  |
| General Manager Name:       General Manager Email Address:       General Manager Contact Telephone Number:       General Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |