



Staff and Visitor Registration

Welcome to the Faculty of Biomedical and Life Sciences (FBLS) within the University of Glasgow.

The following information is required for our records. Please complete the relevant details and return the form to your Divisional Office. ***If your home address or University contact details change, please advise the FBLS Staffing Office.***

Surname/family name Title Mr/Mrs/Miss/Ms/Dr/Prof

Forename(s)

Date of Birth

- Are you
- a employee on a staff contract
 - an employee on a fee-only basis
 - a visitor from another institution
 - Vacation Research Worker
 - Other (please specify)

If you are a new member of staff, but also have a current matriculation number, please enter your matriculation number:
.....

As a new member of staff you will shortly receive a staff number. As soon as you receive this, you will be able to register for computing service facilities, including e-mail.

FOR VISITORS (Please complete ALL sections)

If you are a visitor, you will not receive a staff number. However, you should still register for email/computing access if you are working in the University for more than one month, and the relevant forms will be sent to you when you return this form to your Divisional Office.

Please complete the following information, and arrange with your Divisional Office for a temporary staff card.

Name of supervisor/host:

Your parent institution

Date of joining FBLS

Anticipated date of leaving

FACULTY OF BIOMEDICAL AND LIFE SCIENCES

Staffing Office,
Room 353B, West Medical Building,
University of Glasgow, Glasgow, G12 8QQ
Tel: 0141 330 6345 Fax: 0141 330 2813 E-mail: HR@bio.gla.ac.uk
<http://www.gla.ac.uk/faculties/fbbs/informationforstaff/staffing/>

FOR BOTH STAFF AND VISITORS (Please complete ALL sections)

Correspondence address	Tel number:
.....	
.....	

Home address (if different from above)	Tel number:
.....	
.....	

Next of kin	Tel number:
Name and address	
.....	
.....	
Relationship (if any)	

Departmental contact details:	
Room Number:.....	Building Address:
Extension number : [all extension numbers can be direct dialed by preceding them with 0141 330 unless the extension number begins with 0]	

The staff telephone directory is web-based and appears on url:
<http://www.gla.ac.uk:443/ibls/search/directory.php>

If your details are not correct, please contact the FBLs Staffing Office, extension 6345 or HR@bio.gla.ac.uk.

Signature of employee/visitor

Date of joining FBLs

Signature of supervisor/host

Signature of Head of Division

Date