



Application for use of end of trip facilities

Submit form	Via email: EndofTripFacilities@hpw.qld.gov.au If you have any questions, please contact Accommodation Office on phone (07) 3008 2750.	
Building address	<input type="text"/>	
Applicant contact details	Full name <input type="text"/>	Gender <input type="text"/>
	Work phone or mobile <input type="text"/>	Email address <input type="text"/>
	Department (eg. HPW) <input type="text"/>	Employee status <input type="text"/>
	Human Resources contact (phone number or email) <input type="text"/>	Employee number <input type="text"/>
	Current place of employment <input type="text"/>	
Desired access type	Have you completed the <i>Emergency Procedures Induction</i> for the Building? <input type="checkbox"/> No <input type="checkbox"/> Yes	
	Do you require push bike access to the facility? <input type="checkbox"/> No <input type="checkbox"/> Yes	
	Do you have an existing access card for the building? <input type="checkbox"/> No <input type="checkbox"/> Yes	
	Access card number (if answered yes) <input type="text"/>	
	Do you require a locker? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Agreement		

I have read the *terms and conditions* of use of the End of Trip Facilities.

I have read the *Code of Conduct for the Queensland Public Service*.

I hereby confirm that I agree to be bound by the terms and conditions of use of the End of Trip Facilities and that I will comply with the Code of Conduct for the Queensland Public Service upon being granted access to the facilities.

Signature	Date
<input type="text"/>	<input type="text"/>

Privacy Note: The Department of Housing and Public Works is collecting information on this application, including your personal information, for the purpose of assessing your application for Use of End Trip Facilities and monitoring use of the End of Trip Facilities, if access is granted. The information may be used by the use of the Department of Housing and Public Works, State Government Security officers and building management. This information will not be passed on or disclosed to any other third parties, without your consent, unless authorised or required by law.

For completion by End of Trip Facilitator			
Application approved and emailed to Security and applicant	<input type="checkbox"/> No <input type="checkbox"/> Yes	Departmental Facilities approval required	<input type="checkbox"/> No <input type="checkbox"/> Yes
Locker number allocated	<input type="text"/>	Added to wait list	<input type="checkbox"/> No <input type="checkbox"/> Yes

For completion by security			
New access card	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, card number	<input type="text"/>
Updated existing access card	<input type="checkbox"/> No <input type="checkbox"/> Yes	Government or other suitable photo ID sighted	<input type="checkbox"/> No <input type="checkbox"/> Yes