

**Application to Access LJMU Facilities from a Member of Staff at a Collaborative Partner Institution**

Please write clearly and in capitals. Full details must be entered for registration to be completed.

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| Title: |       | Surname: |       | First Name: | *(This* ***MUST)*** *be your full name as recorded legally)* |

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| --- | --- | --- | --- | --- | --- |
| Middle Names: |       | Known As:(Preferred first name) |       | Date of Birth: | Click or tap to enter a date. |

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| Your Email Address: |
| Click or tap here to enter text. |
| Home Address: (including postcode) (Mandatory – required to confirm identity) |
| Click or tap here to enter text. |
| Name of Partner Institution: |
| Click or tap here to enter text. |
| Institution Address: (Please include campus name, if applicable) |
| Click or tap here to enter text. |



Click below to add ID photo

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| Position held at Institution: |
| Click or tap here to enter text. |
| LJMU Validated Programme(s): |
| Click or tap here to enter text. |
| I agree to abide by LJMU rules and regulations (If you don’t have a digital signature, please print form and sign) |
| Digital Signature: This area is a space to add a digital signature |

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|  **Please select one of the options below to choose how to receive your new staff ID card:** |
| I will collect my card from the following LJMU Library:*(Please tick as appropriate)* |
| Aldham [ ]  Avril [ ]  Marsh [ ]  |
| Please post my card to my Institution Address(Please tick at appropriate) |
| [ ]  |

Teaching and Administrative Staff

Please email your application to collaborativeprovision@ljmu.ac.uk

**LJMU takes the security of your personal data very seriously, if you would like to know more about how and why we collect this data please review the** [**Privacy Notice**](https://www.ljmu.ac.uk/legal/privacy-and-cookies) **section of our website.**