**Network Authorisation Form for Non Employees**

To be completed for every non WLC employee who requires access to West Lothian Council network/systems and emailed to hrsupport@westlothian.gov.uk

A non employee is someone who is not on WLC payroll or agency workers/contractors that are paid by invoice. e.g NHS workers seconded to WLC, student teachers, staff of partner organisations who require access to WLC network/systems, volunteers who do not require disclosure, Skills Training Programme trainees etc.

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| **NON EMPLOYEE DETAILS**  |
| **Name:** **Title/Forename/Surname** |  |
| **Name of organisation/group:**  | e.g. NHS / Student Placement / Partner Organisation / Skills Training Programme / Volunteer etc... |
| **Email Address** |  |
| **Role:**  |  |
| **Sponsoring Council Service:** |  |
| **Reason access is required to West Lothian Council Network/Systems****(**this must be completed) |  |
| **Start Date:** |  |
| **Expected End Date:** | Please note if no expected end date is entered default will be one year from Start Date |

**Authorised by:**

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| **West Lothian Council Manager’s Name:** |  |
| **Manager Post Title:** |  |
| **Managers Email:** |  |
| **Date:** |  |

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Termination details should be completed at the end of the placement and updated form emailed to hrsupport@westlothian.gov.uk

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| **TERMINATION DETAILS**  |
| **Termination Date:** |  |
| **Reason for Termination:** |  |