**REGISTRATION FORM – New members (non-permanent)**

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| **Funding (To be completed under the support of the immediate supervisor)** |
| Unit :  | Immediate supervisor :       |
| Funding organization : Other (specify) :       | Funding method : Precision (budgetary line) :       |

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| **Information sheet**  |
| [ ]  Ms/Mrs [ ]  Mr | LAST NAME :       First name :       |
| Date of birth : JJ/MM/AAAA | Nationality :       |
| Address in France :       |
| Personal E-Mail Address:      Professional/institutional E-Mail Address (if existing):       |
| **Personal Phone Number (French)**:       |
| Contact in case of emergency : NAME Phone number :       |
| Last degree obtained :       |
| **Contract** |
| Date of start of the contract : JJ/MM/AAAA | Date of end of contract : JJ/MM/AAAA |
| Employer or official guardianship :  [ ]  SU [ ]  ENS [ ]  ESPCI [ ]  CNRSOther (specify) :       |
| Grade : Other (specify) :       | Position occupied :       |
| **For PhD students**Ecole doctorale (ED) :      Title of thesis :       |  |
| **Office/site** |
| I work on site : [ ]  Lhomond [ ]  Pierre et Marie Curie [ ]  ESPCI [ ]  Montrouge [ ]  IPGG*Fill in the relevant annex/appendice. For IPGG and Montrouge sites, refer to site Lhomond.* |
| Office number :       Office phone number :       |
| [ ]  **I send to the HR service a copy of my contract/arrêté d’affectation/arrêté de nomination avec with the registration form or as soon as it is signed.**[ ]  **If my contract is renewed : I send the HR service a copy of my new contract once signed.**[ ]  **If my status changes : I upload the registration form and sen dit back to the HR service**[ ]  **I undertake to warn the HR service if my personal information mentioned here above change.** |

**I work on site LHOMOND**

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| **LAST NAME :**  | **FIRST NAME** :  |

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| **I need… :** | **Cadre réservé à l’administration :** |
| [ ]  An email address @ens.psl.eu | **Pôle RH/Affaires générales**[ ]  Suivi RH[ ]  Reseda [ ]  Annuaire du département et de ses unités de recherche[ ]  Annuaire SU (LBM et PASTEUR)[ ]  Paramétrage application congés[ ]  Listes de diffusion (préciser) :[ ]  All[ ]  Doctorants[ ]  Postdoc[ ]  Liste du pôle[ ]  LBM non permanents[ ]  Autres :      **Gestionnaire de site**[ ]  Adresse mail pro créée : Préciser :      @ens.psl.eu[ ]  Transpondeur remis N° :      **Signature :** |
| [ ]  An electronic key/*transpondeur* (in case of non restitution **to the site administrator**, 150€ will be invoiced to my team unit) : [ ]  Team’s usual rooms ([consulter](https://www.chimie.ens.fr/?p=10830)) [ ]  Additional rooms (excluding usual rooms) : fill in the annex-last page of the booklet. |
| [ ]  A PSL access card : [ ]  I am employed by the ENS : I can pick up my card at 45 rue d’Ulm 48h after having signed my contract. [ ]  I am not paid by the ENS : I do the procedure online, add my contract and wait for confirmation that my card is ready : <http://alouette.ens.fr/formulaire> [ ]  I am an intern and my internship agreement is done with the ENS : the HR service takes care of the procedures if I have sent them the necessary documents. [ ]  I am an intern and my internship agreement is done with the CNRS, SU, ESPCI or another organization : I do the procedure online, add my internship agremeent and wait for confirmation that my card is ready : <http://alouette.ens.fr/formulaire> |
| [ ]  My access to WifiENS/the ENT (I must have my PSL access card) :  what to do [here](https://intranet.ens.fr/fr/comment-faire-pour/obtenir-des-codes-wifi) |
| [ ]  I will eat at : [ ]  the ENS canteen (I need my PSL access card) [ ]  the Sorbonne Université canteen |
| **I became acquainted with… :** |
| [ ]  The rules of procedure of the department and of my unit |
| [ ]  I approached the Prevention Assistant of my unit :  **NAME of the AP** :  |
| [ ]  I visited the premises with Last Name and First name when I arrived  and I read and signed the security form for new comers. |
| [ ]  I followed the NEO training : <https://neo.cnrs.fr/login/index.php> |
| [ ]  I read the [computer charter](https://www.chimie.ens.fr/intranet/pole-technique-informatique/charte-informatique/) in use at the ENS. |
| [ ]  I know the link and password of the department and unit’s intranet : <https://www.chimie.ens.fr/intranet/>  |

**I work on site PIERRE ET MARIE CURIE**

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| **LAST NAME  :**  | **FIRST NAME**  :  |

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| **I need… :** | **Cadre réservé à l’administration :** |
| [ ]  an email address @sorbonne-universite.fr | **Pôle RH/Affaires générales**[ ]  Suivi RH[ ]  Reseda [ ]  Annuaire du département et de ses unités de recherche[ ]  Annuaire SU (LBM et PASTEUR)[ ]  Paramétrage application congés[ ]  Listes de diffusion (préciser) :[ ]  All[ ]  Doctorants[ ]  Postdoc[ ]  Liste du pôle[ ]  LBM non permanents[ ]  Autres :      **Gestionnaire de site**[ ]  Adresse mail pro créée : Préciser :      @sorbonne-universite.fr[ ]  Clé Kaba remise**Signature :** |
| [ ]  a Kaba key with access to the following rooms :       |
| [ ]  my access to Sorbonne Université Wifi : what to do [here](https://intranet.sorbonne-universite.fr/fr/procedures-et-services/informatique/acces-aux-outils-numeriques.html) |
| [ ]  I will eat at : [ ]  the ENS canteen (I need a PSL access card) [ ]  the Sorbonne Université canteen |
| **I became acquainted with… :** |
| [ ]  The rules of procedure of the department and of my unit |
| [ ]  I approached the Prevention Assistant of my unit :  **NAME of the AP** :  |
| [ ]  I visited the premises with Last Name and First name when I arrived  and I read and signed the security form for new comers. |
| [ ]  I followed the NEO training : <https://neo.cnrs.fr/login/index.php> |
| [ ]  I read the [computer charter](https://intranet.sorbonne-universite.fr/fr/l-universite/securite/chartes-de-bon-usage-des-systemes-d-information.html) in use at Sorbonne Université. |
| [ ]  I know the link and password of the department and unit’s intranet : <https://www.chimie.ens.fr/intranet/>  |

**I work on site ESPCI**

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| **LAST NAME  :**  | **FIRST NAME**  :  |

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| **I need… :** | **Cadre réservé à l’administration :** |
| [ ]  an email address @espci.psl.eu | **Pôle RH/Affaires générales**[ ]  Suivi RH[ ]  Reseda [ ]  Annuaire du département et de ses unités de recherche[ ]  Annuaire SU (LBM et PASTEUR)[ ]  Paramétrage application congés[ ]  Listes de diffusion (préciser) :[ ]  All[ ]  Doctorants[ ]  Postdoc[ ]  imap.np[ ]  Autres :      **Gestionnaire de site**[ ]  Adresse mail pro créée : Préciser :      @espci.psl.eu[ ]  Transpondeur remis**Signature :** |
| [ ]  an electronic key (transpondeur) |
| [ ]  an ESPCI-PSL access card |
| [ ]  I will eat at : [ ]  the ENS canteen (I need a PSL access card) [ ]  the Sorbonne Université canteen |
| **I became acquainted with… :** |
| [ ]  The rules of procedure of the department and of my unit |
| [ ]  I approached the Prevention Assistant of my unit :  **NAME of the AP** :  |
| [ ]  I visited the premises with Last Name and First name when I arrived  and I read and signed the security form for new comers. |
| [ ]  I followed the NEO training : <https://neo.cnrs.fr/login/index.php> |
| [ ]  I read the computer charter in use at the ESPCI (given when my email address was created) |
| [ ]  I know the link and password of the department and unit’s intranet : <https://www.chimie.ens.fr/intranet/>  |

**Annexe – Request for an electronic key (site Lhomond)**

**TO FILL IN ONLY IF OUT OF USUAL TEAM ROOMS ARE REQUESTED**

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| **LAST NAME :**  | **First name** :  |

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| **Request for an electronic key depending on the new comer’s attachement unit***(Unit’s usual rooms can be checked online on the* [*department*](https://www.chimie.ens.fr/?p=10830)*’s intranet)* |
| **The new comer is : [ ]  A permanent member [ ]  A non-permanent member** |
| ***Select your UMR*****[ ]  UMR 8640 – PASTEUR[ ]  UMR 7203 – LBM****[ ]  UMR 8004 – IMAP****[ ]  Département – Services communs** | ***Select your unit attachment*****[ ]  CPBMV [ ]  NBMS [ ]  CHTHEO[ ]  PGMB [ ]  SDB** |
| **Request the following rooms, which do not appear in the unit’s usual rooms list, to be added** *(except classes or reunion rooms)***:**       |
| Date of request :      By (name of supervisor) :      Signature of supervisor : |