**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  CNRS  Other (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 : | |