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| Eyesight test application form (DSE 1) |
| To arrange for an eyesight test complete part A of the form below, then email the form to your line manager to complete the part B authorisation. |
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| Part A - Applicant details |
|  |  |  |
| Name of Employee (computer user): | Click here and enter full name. |   |
|   |  |  |  |  |   |
| Staff No. | Click here to enter number. | Phone No. (work). | Click here to enter number. |
|  |  |  |  |  |  |
| Directorate / School / Section: | Click here to enter.  |
|   |  |  |  |  |  |  |  |   |
| Staff category: | Select a staff category from the drop down list. |
|  |  |  |  |  |  |  |  |  |
| Email address: | Click here to enter address. |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Part B Authorisation - to be completed by the applicants line manager/supervisor |
|  |  |  |  |  |  |  |  |  |
| Manager/Supervisor Name: | Click here and enter full name. |   |
|   |  |  |  |  |  |  |  |   |
| Email address: | Click here to enter email address. |   |
|   |  |  |  |  |  |  |  |   |
| Line Management Authorisation: | [ ]  | I confirm that the employee named above uses display screen equipment as a significant part of his/her work. |
|  |  |   |  |  |  |  |  |  |
| Please email the completed form to the University Safety Service at Safety@qub.ac.ukOnce authorised an email will be sent directly to the computer user. A copy of the eyesight test rules and a letter of authorisation will be attached for the applicant to take to the University nominated optician.  |
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| For OHSS use only |
|  |  |  |  |  |  |  |  |  |
| Application ref number: | Click here to enter reference. | Date DSE2 sent: | Select Date. |
|   |   |   |   |   |   |   |   |   |

Queen’s University is registered under the terms of the Data Protection Act 1998 to enable it to hold and process personal data for the purposes of ensuring and monitoring health and safety. The data supplied on this form will be kept secure and accurate for a maximum of five years and will only be disclosed to people who have a need to know in accordance with the University’s registration under the Act.