



## Staff ID & Photo Referral Form

This form must be authorized by a supervisor or coordinator, completed by the employee, and taken immediately to Chehalem Aquatic and Fitness Center, where the employee will be photographed and issued a staff ID card. *Note that this authorization form must be presented to the registration staff in order for a staff ID card to be generated, and no ID card will be generated without it.* The registration staff will then complete this form and return it to the appropriate supervisor.

Referral Date \_\_\_\_\_

ID Expiration Date \_\_\_\_\_

Position Title of New Employee \_\_\_\_\_

Staff ID Card Authorized by \_\_\_\_\_  
(Supervisor or Coordinator)

ID Expiration Date \_\_\_\_\_

Department \_\_\_\_\_

-----  
Name of Employee \_\_\_\_\_

Address: Street \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_  
(Both physical and mailing address, if different)

Phone \_\_\_\_\_

Email \_\_\_\_\_

-----  
**Office Use Only**

ID card generated & photograph taken by \_\_\_\_\_

Date \_\_\_\_\_

RETURN COMPLETED FORM TO SUPERVISOR