**身分証明書発行申請書（兼 緊急時連絡先登録書）**

**Application Form for Issuance of Identification**

**(and Registration Form for Emergency Contact Details)**

|  |  |  |
| --- | --- | --- |
| **職員番号** | **/Employee number** |  |
| **所属部課** | **/Department/Section** |  |
| **氏 名（ﾌﾘｶﾞﾅ）** | **/** **Name (furigana)** |  |
| **氏 名（和名）** | **/** **Name (Japanese name)** |  |
| **氏 名（英名）** | **/** **Name (English name)** |  |
| **区 分** | **/** **Category** | **定年制職員****/Permanent employee** | **任期制職員****/Fixed-term employee** |

主に勤務する居室を記入してください。/Enter the details of the office you work at the most.

|  |  |  |  |
| --- | --- | --- | --- |
| 棟/ Building | 階/ Floor | 部屋番号/Room number | 内線番号/Extension number |
|  |  |  |  |

身分証明書発行に際し撮影した写真につきましては、業務連絡等への活用のため機構内ホームページにおける職員名簿に掲載いたします。この掲載を望まない職員等は、当申請書提出時、又は、身分証明書受領時に、各拠点職員等においては各拠点人事担当課（庶務課）へ、本部職員等においては人事部人事課へお申し出下さい。

The photograph taken at the time of issuance of identification will be included in the employee list on the internal website of QST for use in operational communication and other similar purposes. If you do not wish to have your photograph included in the list, please make a request to that effect when submitting this application form or receiving identification to the section in charge of personnel affairs at your site (General Affairs Section) if you are an employee, etc. of a site, or to the Personnel Affairs Section, Department of Personnel Affairs if you are an employee, etc. of the Headquarters.

|  |  |  |
| --- | --- | --- |
| **緊急時連絡先/** **Emergency contact details** | **氏名/** **Name** |  |
| **続柄/** **Relationship** |  |
| **住所/** **Address** |  |
| **電話番号/** **Telephone number** |  |

人事部記入（記入しないでください）

　　　　　　　 To be completed by the Department of Personnel Affairs (do not make any entry)

|  |  |  |  |
| --- | --- | --- | --- |
| **身分証発行日/****Date of ID issuance** |  | **受 領 印/** **Receipt seal** |  |

|  |  |
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| **機構内HP掲載/** **Published on the internal website of QST** |  |