



# Bennett College

## Faculty/Staff ID Information Form

**Check One Semester**

\_\_\_\_\_ **Fall 20** \_\_\_\_\_

\_\_\_\_\_ **Spring 20** \_\_\_\_\_

Please complete the information on this form prior to taking your Bennett College ID Picture.

NAME

\_\_\_\_\_

Last	First	Middle Initial
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Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Campus Phone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### INSTRUCTIONS for Picture ID:

1. Complete Form
2. Set appointment for Picture with Odessa Oglesby at 370-8674  
Tuesday afternoons 2:00 pm – 4:30 pm
3. Where: Student Union, 2<sup>nd</sup> Floor, Room E.
4. Bring Form

**ID was made on** \_\_\_\_\_.

**Please return a copy of this form to the Human Resources Department.**