



**Dundalk Institute of Technology
Change Request Form
Human Resource Office**

Requested By:

Date:

Employee Name:

Staff No:

Data to be amended:

Current Data:

Amended To:

Date change effective from:

Reason for Change:

Relevant Documentation Attached:

Requested By: _____ Approved By: _____

**Mr Gerald O'Driscoll or
Mr Michael Mulvey**

For Human Resource Office Use Only

Actioned By:

Date: