

# COURSE APPLICATION FORM



Participants are expected to attend for the whole duration of the course. Please do not apply unless you can commit to this.

I would like to attend the following Training Course (Please print in BLOCK LETTERS)

COURSE TITLE:	
DATE OF COURSE:	
FIRST NAME:	LAST NAME:
ORGANISATION:	
ADDRESS:	
POSTCODE:	
TELEPHONE:	FAX:

### Which geographical areas does your post cover?

- The whole of Birmingham
- Particular area or areas within Birmingham:  
(Please specify) \_\_\_\_\_
- Other (Please specify): \_\_\_\_\_
- Not sure

### SPECIAL REQUIRMENTS:

### Booking information and conditions:

1. Courses are only available to professionals (including volunteers) who work in Birmingham. If you are unsure (eg you are based outside Birmingham but work with Birmingham residents) please check before applying.
2. The application form in this brochure should be **PHOTOCOPIED** prior to use. Do not return the original booking form, as the form and information overleaf may be needed later. Alternatively, application forms are available to download from our website [www.sexualhealthpromotionbirmingham.info](http://www.sexualhealthpromotionbirmingham.info).
3. Applications will only be considered if a separate form is submitted for each participant and for each different course. Each application form must be signed by the individual applicant (pp signatures are not acceptable).
4. Applications will only be considered if they are approved and countersigned by the participant's line manager (pp signatures are not acceptable).
5. Applications will only be accepted if the participant is available to stay for the **whole** of the course. If you are on call, please do not apply for that date. Registration for whole day courses is usually at 9.15am for a prompt 9.30 am start, and most courses end at 4.30 pm. Please check your confirmation letter for final details.
6. If a course is over-subscribed, we will limit the number of places per organisation.
7. It is the responsibility of the participant to ensure that the Sexual Health Promotion Service is notified of non-attendance as soon as possible or, in an emergency, by 9.00 am on the day of the training (on 0121-446 1088). If you do need to cancel your place, you will be given a cancellation number as confirmation of your call.
8. In the event of non-attendance without prior notification, **the participant's line manager will be notified** and we reserve the right to make a £50 charge. Repeated non-attendance without notification may result in training applications from others in your organisation being de-prioritised when places are allocated.
9. Unless otherwise stated, a light lunch and refreshments are provided on all courses.
10. The closing date for all applications is **4 WEEKS** before the start of the course.

Please sign below to indicate that you have read and agree to the booking information and conditions.

Signature:

(pp signatures not accepted)

### Line Manager's approval

Manager's Name:

Manager's Signature:

(pp signatures not accepted)

Please return this completed form at least **4 WEEKS** before the course to:

**Tina Lewis**, Administrator

Sexual Health Promotion Service, St Patrick's Centre for Community Health, Frank Street, Highgate, Birmingham, B12 0YA

Telephone: 0121 446 1018 or 0121 446 1088

Fax: 0121 446 1090