

# Course Application Form



## HOW TO APPLY

1. Complete this form
2. Get it signed by your Branch Secretary or Branch Education Co-Ordinator
3. Return it, by the closing date, to:  
UNISON  
140-150 Pilgrim Street  
Newcastle upon Tyne, NE1 6TH  
Email: [northern@unison.co.uk](mailto:northern@unison.co.uk)  
Tel: 0191 2450802 Fax: 0191 2450896

Course places are not allocated until the closing date and applicants should not make travel arrangements etc. until they receive confirmation of their place which is sent out 7-10 days prior to the start date of the course.

**Course Title:** .....

**Date(s):** .....

**Location:** .....

We use this information to add your name to the training database for this event and to update your membership details

**Membership No.** .....

**Last Name:** .....

**First Name:** .....

**Your home address:** .....

.....

.....

**Postcode:**.....

**Phone number (day time):** .....

Gender is used to Ensure equal access To all gender groups

**Female**

**Male**

**Identify in another way**  .....

Details of the course Will be sent by email So please give the one most likely to get through

**Email:** .....

Note - some employers have firewalls that block our emails so a personal email address would be preferable if you have one.

We use this information to ensure equal access to all branches

**Your Branch:** .....

This information tells us if you have any specific requirements that will help you to fully participate in the course.

If you have access requirements, tell us here:

Do you have any learning support requirements. For example do you require course materials in a different format, in large print or on coloured paper?

**Food:** Give details here if you have any special dietary requirements.

**Child/dependant care:** Do you require assistance with child/dependant care to attend courses? Please state names, ages and any health requirements.

**Accommodation:** Do you require accommodation?

Please note that we use your name and branch on the course register which is provided to all participants and the tutor in the course pack.

**Declaration and signature**

The information supplied in this application form is accurate to the best of my knowledge.

Applicant's signature: .....Date: .....

**This section must be completed by the Branch Secretary or Education Co-Ordinator:**

The course applicant should arrange this. (Applications cannot be accepted unless the branch has approved)

**This application is supported by the branch**

Signature: .....Print Name .....

Branch Position: .....

Date: .....

**All Branches will be invoiced as follows for this course:**

Day School	No Charge
2,3 and 5 day Non Residential Weekday Courses	£25 per day
National Courses	Special rates apply

Any information given will be treated in the strictest confidence and will only be used for the purposes stated on the form. This form and any attachments will be securely stored and destroyed after one year.