# Application form

**Please fill in both sides of this form. Note your signature and branch signature are required.**

|  |  |  |
| --- | --- | --- |
| **We use this information** **to add your name to the training database for the courses you are applying for and to update your membership details.** | Name  |  |
| Address for correspondence (home address preferred) |  |
| Postcode |  |
| Daytime telephone number |  |
| UNISON branch membership number(From your membership card). We must have this information in order to process your application. |  |
| Name of employer  |  |

|  |  |  |
| --- | --- | --- |
| **Details of the course will be sent by email so please give the one most likely to get through** | E-mail address |  |

**Course(s) applied for (please delete/or tick as appropriate)**

|  |  |  |
| --- | --- | --- |
| CODE(S) | DATE(S) | TITLE(S) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Please note that with your joining instructions there will be information regarding the pre-course activity which we would be grateful if you would complete. If you require any help or assistance please contact your Branch.**

**I agree that UNISON can provide my contact details to the relevant course tutor.**

Please detail any disabled facilities required and any dietary needs (in case lunch is provided)

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

**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**.**

**Due to recent changes we now need to ensure that all course participants complete their pre-course activity. This may require, in some circumstances, the Branch to assist in obtaining relevant policies or assisting with the completion of the activity itself. Many thanks for your assistance.**

**Declaration and Signature**

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

|  |  |
| --- | --- |
| Signature | Date |
|  |   |

**CANCELLATION -** Please note that your branch will be charged a penalty (£15 for each day of the course) if you fail to attend without notice, once your place has been confirmed by us.

**Please make sure that your branch fills in this section, and sends it onto us, promptly.**

This application is supported by the branch. We will meet travel and subsistence costs if claimed. If a course fee is advertised we will pay when invoiced. (Note: we run some courses jointly with Eastern Region, and they may issue the invoice.) **We will accept a penalty charge if, once their place is confirmed, the applicant fails to attend without notifying regional office.**

|  |  |
| --- | --- |
| Signed for the branch |  |
| Date  |  |
| Branch position |  |

Please return this form without delay to:

**UNISON Education, FREEPOST, London WC1B 3BR
Or fax to: 020 7535 2105**

Please note: we will not accept e-mail applications unless they are transmitted by your branch secretary, and convey all the information that we request on our form.

## **Monitoring information questionnaire**

This information is gathered so that UNISON can monitor and evaluate participation. We appreciate the categories below are limited but within these constraints please answer the questions that apply to you.

Make sure you fill in the monitoring questionnaire below as well as the form.
(please tick one box)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White UK |  | Black UK |  | Indian |  |
| White Other |  | Black Other, please specify |  | Pakistani |  |
| Irish |  | Asian UK |  | Bangladeshi |  |
| Black Caribbean |  | Asian Other |  | Chinese |  |

### Disability monitoring

|  |  |
| --- | --- |
| Please tick this box if you define yourself as disabled  |  |

**The information you provide and the record of your attendance of UNISON education courses may be shared within UNISON to ensure that membership and branch records are accurate and up to date. Course information may also be used for statistical purposes but this will not include any personal details. 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.**

**Email –** **greaterlondonregion@unison.co.uk**

**Email - greaterlondonregion@unison.co.uk Website - www.unison.org.uk/london**

**Website –** [**www.london.unison.org.uk**](http://www.london.unison.org.uk)