



I confirm that I live / deliver a service within the Northern HSC Trust area

COURSE / WORKSHOP DETAILS

Course / Workshop Name: _____
 Date: _____ Time: _____
 Venue: _____

APPLICANT DETAILS

Name: _____
 Organisation: _____
 Department / Team: _____
 Job Title: _____
 Tel: _____
 Email: _____
 Please specify any dietary, access or other requirements: _____

APPROVAL OF APPLICATION

Please note cancellation without 5 days' notice may incur a charge to your organisation

Line Manager Name: _____
 Line Manager Job Title: _____
 Address: _____
 Post Code: _____
 Tel: _____
 E-mail: _____

Not Applicable as: Attending in own time Self-Employed Student

Other (please detail): _____

CONDITIONS OF APPLICATION

- A confirmation e-mail will be sent out **ONLY** when we can confirm allocation of a place and **NOT** on receipt of your application.
- Agreement to undertake all evaluations associated with the training applied for.
- Non-attendance without 5 days' notice will result in your Line Manager being contacted and may incur a charge to your organisation. It can also lead to you not being offered free places on future training within the Health & Wellbeing Team.

HOW TO APPLY

Please refer to the course description for details of the contact person and forward completed application form. Places are allocated on a "first come first serve" basis on receipt of an application form and there is a limit to 3 persons from one organisation/team attending the same course date.

I do not wish to be included on the mailing list for any future training courses