

# Course Application Form

**Incomplete forms will not be accepted**

## Part 1

### (i) Applicant Details:

Title: ..... Full Name: ..... DOB: .....

### (ii) Address and contact details - please complete both sections a) & b)

#### a) Work Address:

.....  
..... Post Code: .....  
Telephone: ..... Fax: .....  
E-mail: .....  
Job Role: .....

#### b) Home Address:

.....  
..... Post Code: .....  
Telephone: ..... Fax: .....  
E-mail: .....  
Job Role: .....

### (iii) Course Details

Course Title:..... Course Code:.....

Course Venue:..... Course Date:.....  
(Please pencil the dates in your diary and await confirmation)

Have you attended any training from the Early Years Training Handbook before?

Yes  No

(iv) Are you a volunteer? Yes  No

(v) Do you have any additional needs, eg loop system, access or dietary, etc Yes  No

If yes, please give details: .....

(vi) Applicant's signature: ..... Date: .....

(vii) Line Manager (use only where appropriate): I fully support the above application.

Line Manager's signature: ..... Date: .....

(please print name) ..... Position: .....

### (viii) When completed, this form should be forwarded to:

Michelle Hunt, Learning & Development Team, The Learning Centre,  
Park Road, Hindley, Wigan, WN2 3RY (contact telephone number 01942 486480).

# Course Application Form

## Part 2

Please note if you have completed this information when applying for a previous training course than you do not need to complete Part 2 again.

### General Information

For the purpose of diversity and monitoring, please complete the following details:

Male  Female  Date of Birth: .....

### Ethnic Origin:

#### White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Any other white background

#### Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

#### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

#### Black or Black British

- Caribbean
- African
- Any other Black background

Chinese

#### Any other ethnic background

- Libyan
- Any other ethnic background