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| APPLICATION FORM |



***Applications should be made via*** <https://my.unison.org.uk/> ***please only use this form if absolutely necessary***

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| **COURSE TITLE:** | |
| **Course Date(s):** **Course Location:** | |
| **We use this information to add your name to the training database**  **for this event and**  **to update your membership details**  **Gender is used to ensure equal access to all gender groups** | **Membership No**.  **Last Name**:      **First Name**:  **Signature:** |
| **Your home address:**      **Postcode**  **Phone number** (daytime): |
| **Female**  **Male  Other** |
| **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.* |
| **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: |
| Tell us here of 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: |
| 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.  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.  For more information on how UNISON uses your personal data, please go to: [www.unison.org.uk/privacy-policy](http://www.unison.org.uk/privacy-policy) | |
| **This section to be completed by your Branch Secretary / Education Coordinator** | **Your Branch:** **Branch Signature:** |
| *The branch supports this application and will meet the travel and subsistence costs if claimed. If a fee is payable it will automatically be deducted at source through UNISONs branch reclaim process.*  ***This application is only valid if completed & signed by the applicant & branch or signed by applicant and emailed by branch.*** | |
| **confirmation of a place on the course will be sent after the closing date**  **once confirmed, your branch will be charged if you fail to attend without notice** | |
| Please return this form to:  Justine Perry, Education & Training Team,  UNISON House, Custom House Street, Cardiff, CF10 1AP  Tel: 02920 729477 Fax.02920 387531 E-mail: [cwactivisttraining@unison.co.uk](mailto:cwactivisttraining@unison.co.uk) | |