



Request to book onto a course

Non-Walsall Council Staff Only

Please ensure you complete this from in FULL

End User Details:

Name:

Position/Job role:

Organisation:

Office address:

Email address:

Telephone number:

Manager Contact Details:

Name:

Email address:

Telephone number:

Course Details

Title:

Preferred Date:

Declaration:

By submitting this form you are declaring that your manager/organisation has approved your attendance.

Once your booking has been processed, you will receive confirmation. Should you then fail to attend or cancel within 3 weeks of the course, your organisation may be subject to a financial recharge.

Please return to:

LearningandDevelopment@walsall.gov.uk