



Learning and Development Application Booking Form
Please ensure you complete this form in **FULL**. Thank you

Course title		Preferred date(s)/Time (am or pm)	
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Applicants Details:			
Surname		Title	
First name			
Job Title			
Service Area/ Team/Unit			
Work Address <small>(inc Postcode)</small>			
Course confirmation to be sent to	Work e-mail:		
	Managers work e-mail:		
Work Telephone			
Do you have any specific requirements (e.g. access, audio, visual, interpreter) <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you answered Yes above, please expand here (Note: any interpreters must be arranged by the delegates and line manager):			

WMBC Staff Only:															
Employee number:															
Service area budget code (to be agreed with your line manager)					/										
(in order to book a place on training please ensure this code is completed – the code will be charged in the event of non-attendance)															

Non Walsall Council employee:	
Name of Agency / Organisation:	

Course evaluation:	
If required I agree to being contacted within 3 months of the course completion to give further feedback on how I have applied my learning in the workplace	<input type="checkbox"/> Yes <input type="checkbox"/> No
If required I agree to my manager being contacted to provide additional feedback	<input type="checkbox"/> Yes <input type="checkbox"/> No



Line managers Name	
Line managers contact details	☎ e-mail
By submitting this booking form you have agreed to abide by the 'learning expectations of those attending learning and development events' and have read and understood the 'cancellation policy'.	

Additional information required for those delegates booking on IOSH Managing Safely Course	
1. How many staff members do you directly manage?	
2. Do you have direct control over a budget?	Choose
3. What are your current H&S responsibilities?	
4. Please describe how you have influence in H&S matters in your current job role;	
For L&D Office use only:	
Does this person meet the criteria for this course?	Choose
If not, why not:	
Date:	
If booking onto IOSH course please send this completed form directly to terry.hassall@walsall.gov.uk. Any forms not fully completed will be returned	

If not booking on the IOSH course, then

Return this completed form to:

LearningandOrganisationalDevelopment@walsall.gov.uk