

# **Surrey County Council**

# **Training Course Application Form**

# Making Surrey a better place

|  |
| --- |
| Training course details - To be completed by attendee |
| Training course title:  |       |
| **First choice (if available)**  |       | **Second choice (if available)**  |       |
| Date:  |       | Date:  |       |
| Time:  |       | Time:  |       |
| Venue:  |       | Venue:  |       |

|  |
| --- |
| Attendee details - To be completed by attendee |
| Full Name: |       |
| Organisation Name: |       |
| Job Title:  |       |
| E Mail Address:  |       |
| Telephone Number:  |       |
| **Please state any dietary, access or other requirements.**(For example specialist equipment) |       |
| This training course is relevant to my role and personal development. I agree to attend the whole event.  |       (Yes/No) |

|  |
| --- |
| Authorisation - To be completed by line manager |
| I agree this training course supports the employee’s individual development and the team objectives. |       (Yes/No) |
| **I understand that courses are offered on a first come first served. A place on the course is only confirmed once an e mail confirmation has been sent out. A telephone call informing you of places on a course is NOT a guarantee of a place on the course.** |       (Yes/No) |
| Name of line manager: |       |
| Line manager work email address: |       |
| **If places are unavailable on your first or second choice of dates we will e mail you a list of alternative dates. We aim to do this within 5 working days.** |

|  |  |
| --- | --- |
| **Please return your application either by email, post to:** | * Surrey Children’s Services Academy (SCSA), Room 107, County Hall, Penrhyn Road, Kingston Upon Thames, KT1 2DN
* surreychildrens.academy@surreycc.gov.uk
 |
| **For further training enquiries please contact the My Helpdesk HR:** | * SCSA
* surreychildrens.academy@surreycc.gov.uk
 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office use only** | Alternative: |       | TM: |       |
| **TE1** | Prebooked: |       | TM: |       |
|  | Receipted: |       | TM: |       |