

# EDUCATION APPLICATION FORM



## HOW TO APPLY

1. Complete this form
2. Get it signed by your Branch
3. Return it, by the closing date to:  
**UNISON Education**  
**Yorkshire & Humberside Regional Centre**  
**Quayside House, Canal Wharf,**  
**Leeds LS11 5PS**

**Email:** yheducation@unison.co.uk

## PLEASE NOTE

*Course places are not allocated until the closing date and applicants should not make travel arrangements etc. until they receive confirmation of their place from the Education Team.*

*We can only accept email applications when they are sent by your branch and convey all the information requested on the form.*

**Course title:** .....

**Date(s):** .....

**Location:** .....

**For Residential courses only:**      **Overnight Accommodation:**   
**No Accommodation:**

We use this information to add your name to the training database for this event and to update your membership details

**Membership number:** .....

**First name:** .....

**Surname:** .....

**Home address:** .....

.....

..... **Postcode:** .....

**Phone number (day time):** .....

**Email:** .....

*Note – some employers have firewalls that block our emails so a personal email address would be preferable if you have one.*

**Female**       **Male**       **Other**

Details of the course will be sent by email so please give an accurate email address

Gender is used to ensure equal access to all gender groups

We use this information to ensure equal access to all branches

This information tells us if you have any specific requirements that will help you to fully participate in the course.

**Your Branch:** .....

**Your position in Branch:** .....

**If you have access requirements, tell us here:**

.....

**Tell us here if there are 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 of any special dietary requirements*

.....

### Declaration and signature

The information supplied in this application form is accurate to the best of my knowledge.

**Applicant's signature:** ..... **Date:** .....

### This section must be completed by your Branch

This application is supported and authorised by Branch.

**Signature:** ..... **Print Name:** .....

**Branch Position:** .....

**Date:** .....

Please note that we use your name and Branch on the course register which is given to the tutor in the course pack.

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)

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.