

Derbyshire County Council Childrens Services Integrated Workforce Development Team



Course Application Form

Note: YOU MAY USE THIS FORM TO APPLY FOR SINGLE OR MULTIPLE COURSES FOR SINGLE OR MULTIPLE APPLICANTS.

| Your Details | |
|-------------------------------------------------------------------------------------------------------------------------------|--|
| Practitioner name in full: | |
| Practitioner's address: | |
| Practitioner's telephone number: to confirm booking status | |
| Setting name: | |
| Special requirements: Please indicate any special requirements e.g. Visual aids, wheelchair access, dietary requirements etc. | |

| Course details | | | | |
|----------------|-------------|--------------|-------------|-------------------|
| | Course ref. | Course title | Course date | Applicant name(s) |
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Before submitting this application form, please check that all applicants are aware that they are booked on to these courses and also that they are able to attend training on these days.

DATA PROTECTION DECLARATION:

Data relevant to your personal details will be stored in a secure information system within Derbyshire County Council's Children's Services Integrated Workforce Development Section.

We use the information you provide to complete DfE returns and any other statutory Government returns as required by law.

The above personal information will be used in order that Derbyshire County Council can retain a record of your training activity. The information will be retained securely by the Council in line with Derbyshire County Council's retention schedule.

Your information will not be shared with any third parties without your consent, except for when we are required to do so by law.

For more information on how Derbyshire County Council uses data we hold about you, how long we keep it and your rights relating to it, e.g. to have it corrected, erased, restricted, transferred or to see your data, please go to our website at www.derbyshire.gov.uk/gdpr . If you would like to contact Derbyshire County Council's Data Protection Officer, please telephone Simon Hobbs on 01629 538306 or email GDPR@derbyshire.gov.uk . You have the right to contact the Information Commissioner's Office if you have any concerns about how Derbyshire County Council handle your data.

SIGNATURE OF APPLICANT:

- I have read the above Data Protection Declaration and I agree with these terms
- I certify that the information provided on this application is true and correct
- I am aware that I can confirm the venue for each course and any changes prior to the start date by regularly checking the Training Directory website
- **I am aware that if I do not attend a course without giving prior notice it may affect my eligibility to book on to future courses.**

Applicant's Signature:

Date:

WE WILL ALWAYS CONFIRM THE STATUS OF EACH BOOKING REQUESTED VIA THIS FORM. IF YOU OR YOUR MANAGER HAVE NOT HEARD FROM US WITHIN TWO WEEKS OF POSTING THIS FORM PLEASE CONTACT US.

Please return this completed form to:

Workforce Development Team, County Hall, Matlock, Derbyshire DE4 3AG