

Application form

Please read the notes 'How to Apply' and fill in both sides of this form.
Note your signature and branch signature required

Name

Address for correspondence
(home address preferred)

Postcode

Daytime telephone number

E-mail address

UNISON branch membership number

(From your membership card). We must have this information in order to process your application.

Name of employer

Course(s) applied for

CODE(S)

DATE(S)

TITLE(S)

CODE(S)	DATE(S)	TITLE(S)

Please detail any disabled facilities required

and any dietary needs (in case lunch is provided)

Please note that your branch will be charged a penalty (£15 for each day of the course) if you fail to attend without notice, once your place has been confirmed by us.

Signature

Date

Please make sure that your branch fills in this section, and sends it on to us, promptly.

This application is supported by the branch. We will meet travel and subsistence costs if claimed. If a course fee is advertised we will pay when invoiced. (Note: we run some courses jointly with Eastern Region, and they may issue the invoice.) We will accept a penalty charge if, once their place is confirmed, the applicant fails to attend without notifying regional office.

Signed for the branch

Date

Branch position

Please return this form without delay to:

UNISON Education, FREEPOST, London WC1B 3BR

Or fax to: 020 7535 2105

Please note: we will not accept e-mail applications unless they are transmitted by your branch secretary, and convey all the information that we request on our form.

How to apply notes

Fill in the form

Fill in the application form, giving us all your contact details (we prefer to use your home address), including daytime phone number and email address in case we need to contact you at the last minute. We need your membership number for our computerised system.

If you are filling the form in on a computer you can move between the boxes with the arrow keys.

Access

We would be pleased to help with any requirements for disability access or facilitation. Please mention any on the application form so that we can make arrangements.

Monitoring

Please don't forget to fill in the monitoring boxes covering disability, gender and ethnicity. As well as helping us monitor whether applications are representative, ethnic monitoring helps us to build up our database of black and minority ethnic activists. If this applies to you, but you don't want to be on the database please tick the exclusion box.

Get your branch to sign as well

As well as your signature, we must have a signature from a branch officer (usually your branch secretary or branch education co-ordinator), so that:

- we know your branch supports your application
- they know you have applied
- they can help you with paid time off
- they will pay your travel and meal expenses
- they will pay any course fees

If you don't know who your branch secretary is, ring us on 020 7535 6645 to find out.

Start arranging time off

At the same time as you apply we strongly advise you to begin arranging time off. Inform your manager, using your local procedure, and if they ask you to, provide them with information about the content of the course. We can get you this information, if necessary. Don't delay your time off request by waiting until your course place is confirmed, as your manager may then say that you didn't give them enough notice. If you need help at any stage ask your UNISON branch.

Send it to us as soon as possible

Your application should be sent (no stamp needed) to UNISON Education, Freepost, LONDON WC1B 3BR. If

you would prefer, you may get your branch to email your application, but we will need a covering note in lieu of a branch signature, and we must have all the information requested on the form. Your application must get to us at least two weeks before the course.

When we get your application

We'll acknowledge receipt of your application, and then send final details confirming start time and venue details ten days before your course. We run some courses jointly with Eastern Region in order to get good numbers of applications, so you may get your final details from them.

There is a penalty if you fail to show up

Please note that after you receive final details we will expect you at the course. If you fail to attend, without giving us any notice, your branch will be charged a £15 penalty for each day of the course.

If the course is full

Please note that we accept applications on a 'first come, first served' basis. If, as sometime happens, a course is full, we'll try and find you an alternative.

If the course is cancelled

We know that course cancellation is frustrating and inconvenient and we do our best to avoid it, but many of our courses require minimum numbers in order to run. Unfortunately, that means that some of our courses do get cancelled. If that happens we will try and find you another course.

Travel expenses

To get your travel expenses you should claim from your branch. We can give you a claim form to use (unless your branch has its own). You might also want to claim a lunch allowance, if none is provided at the course, (see below). Child care costs should also be paid by the branch.

Course fees

We only charge a course fee (for your branch to pay) where we provide lunch at a course venue at the region's expense. This fee is £7.50 per day. We don't charge at other courses but we then expect branches to provide a lunch allowance. You must get your application countersigned by your branch so that they are aware of these arrangements.

Monitoring information questionnaire

Make sure you fill in the monitoring questionnaire below as well as the form.
(please tick one box)

White UK	<input type="checkbox"/>	Black UK	<input type="checkbox"/>	Indian	<input type="checkbox"/>
White Other	<input type="checkbox"/>	Black Other, please specify	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Asian UK	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Asian Other	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black African	<input type="checkbox"/>			Other, please specify	<input type="checkbox"/>

If you are BME we will add you to the region's BME activist mailing list unless you tick this box

Disability monitoring

Please tick this box if you define yourself as disabled