

**PLEASE NOTE: ALL INCOMPLETE FORMS WILL BE RETURNED. THIS MAY RESULT IN APPLICANTS MISSING OUT ON PREFERRED DATES.**

<b>Course Title</b>										
<b>Course Details</b>		<i>Date</i>			<i>Venue</i>					
	1 <sup>st</sup> choice									
	2 <sup>nd</sup> Choice									
<b>Your Details</b>	Forename(s)				Surname					
	Job Title									
	Organization									
	Full Business Address									
	Work No.				Mobile No.					
	Email Address						Post Code			
<b>Special Requirements</b>	Dietary ( <i>i.e. vegetarian</i> )									
	Special aids or access requirements									
<b>Where Did You Hear About Us?</b>										
<b>THIS APPLICATION FORM WILL NOT BE ACCEPTED WITHOUT FULL COMPLETION OF THIS SECTION</b>										
Applicant Signature										
Please print name						Date				
<b>Payment Information</b>						<b>Course Cost</b>				
<b>Invoice Details</b>	Invoice Contact Name and Email Address									
	Purchase Order Number:									
	Full Invoice Address									
	Contact Number						Post Code			
<b>Cancellation Charges</b>	All cancellations MUST be confirmed via email or letter Between 6 – 2 week's notice    - 75% of the delegate Cost Less than 14 days notice        - Full cost									
<b>Please email your booking forms to</b>	<b>Please email this form to <a href="mailto:hrlearning&amp;development@kent.gov.uk">hrlearning&amp;development@kent.gov.uk</a></b>									
<b>Data Protection Clause</b>	Your personal information and any comments you express may be used for analysis and reporting purposes. Information will be available within Learning & Development Panels and Staff Development Board. The information you have given may need to be disclosed to a service provider.									