



Early Education & Childcare Strategy Team



Training and Development Course Application Form

CC1R

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Perth & Kinross Council to process your training application form, and inform you about cancellations or changes. This will be deleted within a year of the course.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website www.pkc.gov.uk/dataprotection; email dataprotection@pkc.gov.uk or phone 01738 477933.

Please complete in Block Capitals

PART 1 – Applicant Details

Name		Post	
School/Base/ Organisation		Contact Number	
Contact Address		Email Address	
		Postcode	

PART 2 – Training Course Details

Course Title		Course Code	
Course Date & Time		Closing Date	
Course Organiser			
Venue			

Cancellation Policy

We will charge any individual who does not turn up to a course or who fails to give **three working days' notice** of cancellation. This will result in a fee of £45.

The information provided by you will be used in administering and processing your course application. However, it may from time to time be necessary to share your information within the Service and / or receive information from external training agencies.

I do / do not * give my permission for the above (*Please delete as appropriate)

Applicant's Signature		Date	
--------------------------	--	------	--

PART 3 – TO BE COMPLETED BY LINE MANAGER

Select
ONE
Box
only

I support this application and request that it be considered for funding by the Authority

I do not support this application

Comments

Signature

Date

Post

Contact Tel
No.

Completed CC1R Application forms should be returned to:

**Childcare Strategy Team
Community Wing
Perth Grammar School
Gowans Terrace
Perth
PH1 5AZ
Tel: 01738 472350
E-mail: childcare@pkc.gov.uk**