**STRICTLY PRIVATE AND CONFIDENTIAL**

**APPLICATION FOR FREE PEOPLE MANAGEMENT TRAINING**

**SOCIAL ENTERPRISE DAY 2015**

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| **Applicant name** | **Click here to enter text.** |
| **Applicant job title** | **Click here to enter text.** |
| **Applicant email address** | **Click here to enter text.** |
|  | |
| **Employer name** | **Click here to enter text.** |
| **Employer website** | **Click here to enter text.** |
| **Name of line manager** | **Click here to enter text.** |
| **Line manager job title** | **Click here to enter text.** |
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| **Terms and conditions**  Places are limited to 16 for each training course.  Roots HR provide this training on a fully funded basis through our trading surpluses; we reserve the right to amend or cancel this training at any time.   * Places are allocated on the basis of one course per delegate and we ask you to indicate your first choice course. * Delegates may register for additional courses and will be allocated a place on a wait list, availability to be confirmed 7 days in advance of the event. * Maximum of 3 delegates per organisation per course; additional delegates may register and will be allocated a place on a wait list, availability to be confirmed 7 days in advance of the event.   I would like to register for the **Course/date/time**  I would also like to be considered to attend:   * 1st reserve choice: **Course/date/time** * 2nd reserve choice: **Course/date/time** | |
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| **Photograph Consent**  We may occasionally wish to take photographs in our courses for use in publicity material.  We hope you will allow us to use your image for this and would be very grateful if you would enter your name to indicate consent below. If you would prefer not to do this we will understand and will ensure that photography takes place in specific areas of the training venue in order that we can ensure your image remains un-captured. Thank you.  I willingly give my permission for Roots HR to use my photographic image for use in promotional materials such as press releases, leaflets and the company’s website. I understand that by signing this document I willingly give consent for my image to be used by Roots HR for promotional purposes and archive materials. I also understand that I may remove this permission at any time by contacting Roots HR.  **Print name:**  **Click here to enter text.** | |
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| **Authorisation**  I am a supervisor, manager or leader working in a social sector organisation.  My line manager is aware of my application and supports my attendance on this course.  I will notify Roots HR CIC at least 7 working days in advance of the date of my course in the event my plans change and I am unable to attend in order for my place to be allocated to an alternative applicant.  **Print name: Click here to enter text.**  **Date: Click here to enter date.**  **Please inform us of any dietary requirements or allergies: Click here to enter text.**  On receipt of application, we’ll reply with an email confirming the course, date, time and venue. | |