**UNISON LEARNING LINCS COURSE APPLICATION FORM**

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| **HOW TO APPLY**  Complete this Application Form and the Proportionality & Fair Representation Form (P&FR) and return both by the closing date to **unisonlearninglincs@gmail.com**    NOTE: Applications may be declined if both forms are not submitted.  Course places are not allocated until after the closing date. Where courses are oversubscribed a selection process will be undertaken based on information supplied on the P&FR form. |

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| **Course Title:** | **llincs_black_sml** |
| **Date(s):** |
| **Course Code:** |

**Location / Venue:**

|  |  |  |
| --- | --- | --- |
| **We use this information to add your name to the training database**  **for this event**  **Gender is used to ensure equal access to all gender groups** | **Membership No**:  **Full Name**: | |
| **Home address:**  **Postcode:**  **Contact number** (day time): | |
| **Female  Male  Identify in some other way** | |
| **Details of the course will be sent by email so please give the most suitable** | **Email:**  Tick hereIf you require an acknowledgement for receipt of your application – this is not a guarantee of a place | |
| **We use this info to help verify which branch you belong to** | **Branch Name:** |
| **This info tells us if you have any specific**  **requirements that will help you to fully participate in the course. This will be shared with the course tutor to ensure your needs are met** | **Dietary requirements** – please be specific : | |
| **Facilitation requirements** – please give details  (eg learning support ,large print, braille, coloured paper or disabled access/parking) | |
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**Declaration and signature**

Applicant’s signature: Date:

**UNISON PROPORTIONALITY & FAIR REPRESENTATION FORM (P&FR)**

UNISON is committed to achieving fair representation and proportionality in all its structures and course applicants are asked to fill in this form to assist us in achieving this aim. This information is used to select, monitor and evaluate participation in training opportunities.

All information will be treated in absolute confidence. UNISON will store this data securely for one year then it will be securely destroyed.

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| **NAME** |  |
| **MEMBERSHIP NO** |  |
| **BRANCH** |  |
| **COURSE TITLE & DATES** |  |
| Have you previously applied for a course and been rejected? If “YES” please state reasons:  ❒ Course Cancelled ❒ Course Oversubscribed ❒ Other – please state | |

Please tick the following boxes that apply

**1. Which of UNISON’s service groups are you in?**

❒Local Government ❒Health Care ❒Higher Education

❒Energy ❒Police & Justice ❒Community

❒Water, Environment and Transport

**2. Are you?**  ❒ Female ❒ Male ❒ Identify in some other way

**3. How would you describe your ethnic origin?**

❒ 4 Bangladeshi ❒ 3 Chinese ❒ 5 Indian ❒ 6 Pakistani

❒15 Asian UK ❒ 8 Asian Other ❒ 0 Black African ❒ 1 Black Caribbean

❒14 Black UK ❒ 2 Black Other ❒ 12 White UK ❒ 11 Irish

❒13 White Other ❒ Other mixed heritage

**4. Do you describe yourself as one of the following:**

❒ A Disabled person ❒ Lesbian ❒ Gay ❒ Transgender

**5. What is your age group?** ❒ 16 - 26 ❒ 27 - 39 ❒ 40 - 49 ❒ 50+

**6. Which UNISON subscription band are you in?**

Band Yearly income £ Band Yearly income £

❒ A Up to 2,000 ❒ B 2,001 to 5,000

❒ C 5,001 to 8,000 ❒ D 8,001 to 11,000

❒ E 11,001 to 14,000 ❒ F 14,001 to 17,000

❒ G 17,001 to 20,000 ❒ H 20,001 to 25,000

❒ I 25,001 to 30,000 ❒ J 30,001 to 35,000

❒ K 35,000 +

**7. How many hours per week do you work?**

❒ Less than 16 ❒ 16-29 ❒ 30-34 35 or more

Please note that your name and branch may be used on the course register provided to the tutor and/or registration desk. Details of your course attendance will be shared with your branch to update branch training records. All course administrators will have access to course records and data enclosed.

**Any information given will be treated in the strictest confidence and will only be used for the purposes stated on the form. This form and any attachments will be securely stored and destroyed after one year.**

For more information on how UNISON uses your personal data

please go to: [www.unison.org.uk/privacy-policy](http://www.unison.org.uk/privacy-policy)