

EMPLOYEE APPLICATION FORM

Please do not delete or change the contents of this document

Please complete ALL SECTIONS of this form clearly and in BLOCK CAPITALS where appropriate, and return at least 14 days before the event

Employee / Payroll No. <i>(available from your Directorate HR or payslip)</i>	
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COURSE TITLE:	
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COURSE DATE(S):	1st choice (date)	2nd choice (date)	3rd choice (date)	COST <i>There is no charge for attending but there is a Non-attendance/ Late Cancellation Charge of:</i> £100 <i>See reverse of this form for Terms & Conditions</i>

Special requirements:	
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Surname:		First name(s):	
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Division (✓):	Adult Social Care <input type="checkbox"/>	Commissioning <input type="checkbox"/>	Finance <input type="checkbox"/>	Health & Wellbeing <input type="checkbox"/>	Public Realm <input type="checkbox"/>
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Work tel. no:		E-mail address:	
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Delegate signature :		Date:	
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Authorisation

Budget holder's name: <i>(Please Print clearly)</i>	
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Budget holder's signature:	
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TO BE COMPLETED BY LINE MANAGER:

What development objective is this training intended to address?

What outcomes have you agreed with your staff member as a result of them attending this training?

Manager's name <i>(Please Print clearly)</i>		COST CODE:	
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Manager's signature		Date:	
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Manager's email	
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Please scan this form and email to: Training.H&CS@Hackney.gov.uk

Or fax to: ☎ 020 8356 4591

Or post to: Workforce Development Unit, Health & Community Services, Hackney Service Centre, 1 Hillman Street, London E8 1DY
☎ 020 8356 4539

Please note that incomplete or illegible forms will not be processed

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Terms and Conditions (extract only)

For the complete version of these terms and conditions, please visit our website or email us for a copy.

Course Nomination

- Nomination forms that are not fully completed and signed or are *illegible* will not be processed.
- If staff do not have an email address, they should enter their line manager's email address.
- Since 1st June 2012, there is a **£100 charge** for late cancellation and non-attendance on most of our training courses (this applies to both internal staff and external partner organisations) unless this is insufficient to cover the unit costs of the delegate, in which case course-specific charges will apply.
- By signing the nomination form you are agreeing to this charge.

Non-Attendance

- Delegates are required to contact the WFD team as soon as possible by sending an email to: Training.H&CS@Hackney.gov.uk if they are unable to attend the training course. A phone call is acceptable, but this must always be followed up by an email.
- Delegates are also required to advise their line manager of their non-attendance.
- If a delegate does not arrive on the day of the course and has not contacted the WFD team to cancel their place, their department will be charged a minimum of **£100***
- Non-attendance and cancellation of places on courses will be charged to the department as follows:
 - Cancellation made by email less than 5 working days before the course (and where the place cannot be reallocated) - a minimum **£100*** charge;
 - Non attendance on the day - a minimum **£100*** charge;
 - Non attendance because of late arrival - a minimum **£100*** charge;
 - Where, for whatever reason, you have nominated an individual for more than one place on the same course, it is your responsibility to ensure that the place is cancelled or that you notify us of a replacement. Our system will not pick up this duplication so failure to attend will be regarded as 'non-attendance' and your department will be charged a minimum **£100***.
 - Place cancelled due to sickness absence that occurs on the day of the course or the day before and reported to the WFD team on the day of the course (as long as you notify us by 9.30am) or the day before - no charge;
 - Place cancelled (or non-attendance) due to serious, unforeseen event such as bereavement or having to attend court in a professional capacity where requirement to attend is given very late - no charge;
 - Cancellations made more than 5 working days in advance - no charge;

Note: Where there is any dispute, the final decision to levy the charge rests with the WFD team.

- Where a delegate has not provided an email address, and joining instructions are emailed to the manager, it is the manager's responsibility to ensure that this information is cascaded in good time to the delegate to enable them to attend.
- When a delegate is absent from work through sickness, it is the line manager's responsibility to check whether they are likely to miss a forthcoming course and advise the WFD team accordingly;
- It is the responsibility of the line manager, as well as their staff members, to ensure that course places are cancelled (by email as above).
- By signing the nomination form, you are agreeing to these terms and conditions including paying a minimum **£100*** for staff's non-attendance or late cancellation.
- You are required to provide a cost code as part of the nomination process. Nomination forms that do not include a cost code will not be processed. We will initiate a minimum internal charge of **£100*** for each member of staff's non-attendance/late cancellation and we will produce regular reports, outlining these charges, for the Directorate Leadership Team.

***Course-specific charges may apply if the £100 minimum is insufficient to cover the delegate cost**

Thank you very much for your cooperation and for helping us to improve the quality of our service.