amicus
the union

Education Course Enrolment Form

FOR RESIDENTIAL TRAINING at Esher Place, Wortley Hall or Quorn Grange post or fax your completed form to the **Amicus Education Dept**, Hayes Court, West Common Road, Hayes, Bromley BR2 7AU Fax: 020 8315 8524

FOR REGIONAL NON-RESIDENTIAL TRAINING post or fax your completed form to the appropriate regional office organising the course.

So that we can process your enrolment form quickly and efficiently you must complete the following sections of the form: **Membership Number, Name and Address, Course Title & Course Venue.** If you haven't stated this information then your enrolment form will be returned for completion. The courses that are delivered by the education department are open to all Amicus activists. Courses are run at Esher Place, Wortley Hall, Quorn Grange and in regional offices.

Amicus MEMBERSHIP NUMBER ☐☐☐☐☐☐☐☐ Regional officer

COURSE TITLE:

COURSE DATE: COURSE VENUE:

*Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Date of Birth ☐☐ / ☐☐ / ☐☐

First name Surname

Home address

Postcode: Telephone No: Mobile No:

email address:

Employer name and address

Postcode: Telephone No: Ext/Dept:

WHAT TRADE UNION COURSES HAVE YOU ATTENDED IN THE LAST THREE YEARS – PLEASE LIST BELOW

*Will your employer grant you paid release to attend a union course YES ☐ If NO Please see information at the bottom of the page

*Are you a registered Shop Steward? YES ☐ NO ☐ *Are you a registered Safety Rep? YES ☐ NO ☐

*Are you a Pensions Representative? YES ☐ NO ☐ *Are you a Learning Representative? YES ☐ NO ☐

IT'S EXTREMELY IMPORTANT THAT YOU READ THE INFORMATION GIVEN BELOW

Once we have received your application form we will confirm in writing whether or not you have been allocated a course place. It is up to you to secure your paid release. Employment legislation entitles you to payment of wages etc for training you undertake that is connected with your trade union 'duties' (negotiating, representing people etc..) However, if you have been told by your employer that you won't receive paid release, you must raise the issue with your regional officer before you attend the course. The Education department is not responsible for obtaining your paid release.

Course Bookings will be made on a 'first-come – first-served basis'.