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| **HOW TO APPLY**   1. Complete this form 2. Get it signed by your Branch Secretary or Branch Education Co-ordinator 3. Return it by **1 April 2020** to:   Regional Education Team  UNISON, Ranger House  Walnut Tree Close  Guildford, GU1 4UL  Or email it to [educationse@unison.co.uk](mailto:educationse@unison.co.uk) | Course places are not allocated until the closing date and applicants should not make travel arrangements etc. until they receive confirmation of their place.  Branches are responsible for the stated registration cost per delegate, and any associated travel and subsistence costs.  We can only accept email applications when they are sent by your branch and convey all of the information requested on the form |

**Please select ONE part of the event to attend and complete section (A) or section (B)**

Branch Officers Training | section (A)  **OR** Strategy Workshops ∙ section (B)

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| **Section (A) BRANCH OFFICERS TRAINING | registration cost to branch £250**  Please select ONE of the following courses:  Branch Secretary Branch Chair  Health & Safety Officer  Equality Officer  Education Co-ordinator  Women’s Officer  Communications Officer  Labour Link Officer  International Relations Officer |
| **Section (B) STRATEGY WORKSHOPS | registration cost to branch £125**  Please select ONE morning workshop and ONE afternoon workshop:   |  |  | | --- | --- | | MORNING  Dealing with the press / media  Green UNISON & climate emergency  Public speaking skills  Women in the trade union movement | AFTERNOON  Creating digital video content for campaigns  Tackling racism and the far right  Organising skills – 1 to 1 conversations  Confidence and assertiveness skills | |

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| We use this information to add your name to the training database  for this event and  to update your membership details  Details of the course will be sent by email and txt so please give the one most likely to get through  Gender is used to ensure equal access to all gender groups | **Membership No.**  **Surname:       Forename:**  **Your home address:**      **Phone number:**  **Email:**  **Female  Male Other** |
| This information  tells us if you have any specific requirements that  will help you to  fully participate  in the event. | If you have any access requirements, tell us here:  Tell us here of any learning support requirements. For example do you require course materials in a different format, in large print or on coloured paper?  **Food**  Give details here if you have any special dietary requirements: |
| This information  tells us if you need any help with dependent care  so that you can attend this event. | **Additional Support Requirements**  You should not be put off from applying for a course because of child/dependent care commitments, disability or learning support requirements  If you need assistance with childcare to attend this course (up to age 17) give details here:  Tick here if you need assistance with adult dependent care home  care to attend this course.  Tick here if you have already completed UNISON’s Authorisation  for Adult Dependant Home Care Costs. |
| In case of emergency, please let us know who we should contact | **Name:**       **Relationship to you:**  **Telephone Number:** |

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| **Declaration and signature**  The information supplied in this application form is accurate to the best of my knowledge.  Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: |
| **This section must be completed by the Branch Secretary or Education Co-ordinator.** (Applications cannot be accepted unless approved by the branch.)  Branch:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The branch supports this application and agrees to pay any course fee due  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Branch Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: |
| **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) |