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## Personal & Course Details

*Please complete electronically or write clearly using black pen*

Title/Rank

First Name

Last Name

Email Address

Phone Number

Corps/Centre/  
Department

Division/  
Region/Service

Post held

Any dietary, medical, learning  
support or other needs

Course

Dates

Venue

Expected travel costs (information only)

**Please tick the boxes below that relate to why you are applying for this course (tick as many as necessary)**

Professional/Vocational Development

It is a requirement of my role

The subject matter is relevant to my role

Other (please state)

**Please clearly outline your rationale for attending this course:**

Signed (applicant)

Date

Should an employee/officer book a place on a course but then subsequently fail to attend or complete the course, repayment of cost of the course will be charged to the department/appointment concerned (recoverable from the individual) (Policy CS04 Sect 6.5). **Please tick the box to confirm that you have read and understood the above condition.**

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*Please complete electronically or write clearly using black pen*

**Recommendation: (Line Manager/Divisional Leader)**

**Please tick the boxes below that relate to why you are recommending this application (tick as many as necessary)**

Professional/Vocational Development

It is a requirement of the applicant's role

The subject matter is relevant to  
the applicant's role

Other (please state)

**Please clearly outline your rationale for recommending this individual for this course:**

Signed

Job Title

Print Name

Date

**HSU only - Regional Manager recommendation**

Signed

Job Title

Print Name

Date

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**Looking after your data**

The Salvation Army\* will hold your personal information to process your application and award funding for learning. We may share this with relevant training bodies or providers and keep it for the duration of employment + 7 years for employees. Officers please read the privacy statement available on the Officer hub.

You have a right to a copy of information we hold about you, and in some circumstances to have it amended or deleted and to withdraw consent.

For this and to raise any queries on how your information is handled please contact Head of Privacy and Data Protection at [data.protection@salvationarmy.org.uk](mailto:data.protection@salvationarmy.org.uk) or the address below. If you are still not happy you may raise concerns with the Information Commissioner's Office.

For more information see our privacy policy on The Salvation Army Website or request a copy from 101 Newington Causeway, London, SE1 6BN.

\*The Salvation Army Trustee Company acting on behalf of The Salvation Army Trust (Central Funds).

