

APPLICATION AND BOOKING FORM

for In-Career Education and Training (ICET)

Download/save this PDF, enter the details; when complete save it and return as an attachment to: icet@uos.ac.uk

Please submit one completed form for each training place required.

SECTION 1 PERSONAL DETAILS

This is a University of Suffolk/ESF funded project and as such avidly promotes equality, diversity and inclusion. The following information will form part of the confidential data required for ICET project outcomes and as such will be retained for 10 years post project completion in line with our data protection policy.

All boxes outlined in red must be completed.

Contact Name (in full) of person applying for the training place:

Role/Job Title:

Personal (home) address

Email address:

Landline telephone:

Mobile telephone:

Date of Birth:

Gender: Male Female Other

Do you have a disability?: Yes No

Ethnic background:

Single adult household with dependent children?: Yes No

Named participant has the right to work in UK: Yes No

SECTION 2 ORGANISATION DETAILS

Company name (can be person if self employed):

Description of company:

If 'other', please describe:

Registration number:

VAT Registration if applicable:

Business address:

Post code:

Brief description of business:

Training Course applying for:

When your application is approved, you will receive an online payment request. No bookings are secure without payment and failure to make payment within 14 days of notification will result in your booking being automatically cancelled.

GDPR Statement

The ICET Project complies fully with the requirements of GDPR legislation, which regulates the processing of personal data and protects the rights of individuals whom the data is about by placing duties on those who decide how and why such data is processed:

- We agree to process personal data fairly and lawfully.
- To only process personal data for specified and lawful purposes.
- We will not keep personal data for longer than is necessary.
- We endeavour to ensure that personal data will only be used for the purpose for which it was intended.

By signing this form below, you are agreeing to your information being shared with a third party training provider (for the course you are applying for), the European Social Fund and the University of Suffolk. Your data will be retained as evidence and evaluation of ICET funded project for 10 years post project completion for audit purposes.

State Aid Information and Declaration

State Aid covers any public sector grants or assistance that you may have received. If you have already received more than €200,000 of public support (the de minimis level) including business support/advice and grants in the last three years (prior to signing the application) then you will not be able to receive this funding. [See more information](#).

Declaration of amount received in the last three years (preceding today's date)

(Company name) has received State Aid to the

value of £

in the three years preceding today's date.

If your company has not received any State Aid in the last three years, please tick here

By indicating 'no' and signing this application, you are stating that your place of work has not received 'de minimis' aid exceeding €200,000 in the previous three years and will not, as a result of any ICET funding, receive 'de minimis' aid exceeding €200,000 in the last three years.

Terms and conditions agreement

Please see our [Terms and conditions](#), our [Equality of Opportunity Policy Statement](#) and our [commitment to sustainability](#).

As a project ICET is bound by the 2010 Equality Act and actively supports diversity and equality in the workplace. ICET will only engage with participants who take their responsibility seriously to support sustainability, diversity and equality in the workplace.

I have read and agree to the terms and conditions and commit to Equality, Diversity and Sustainability practices as illustrated in the attached policies

I have read and agree to the GDPR requirements, terms and conditions and confirm that all of the information above is correct.

Signature of Applicant

Date

Signature of Approver: Business Owner, Director or Line Manager (if applicable)

I have read and agree to the GDPR requirements, terms and conditions and confirm that all of the information above is correct.

Signature

Date

How did you hear about the ICET Project?