

Falkirk Council
Training Request – Equality monitoring form

Employees wishing to apply for any training should complete this form and pass this to their manager.

Employee to complete

Employee No

Employee Name

Date of Application

Course Title

Line manager to complete

Has employee requested this training? (Only process this form if ticked)

Application Accepted Application Rejected

*If application accepted, please follow normal booking procedure

Reason for Rejection

No Budget

Course not applicable to current post

Sponsored on more suitable course

Manager Name: _____

Signature: _____

Date: _____

ResourceLink Update - (please pass to Management Information Team)

Completed by: _____ Date: _____

Privacy Statement

- The Council processes your information in accordance with data protection legislation.
- We use this for training and equality monitoring purposes and keep it for 7 years after you leave unless your post requires a PVG membership where we keep it for 25 years after you leave
- You can find full details at www.falkirk.gov.uk/privacy