A logo with purple and grey hexagons

Description automatically generated

**Training Application Form**

Please complete the form, sign, and return to [pirbright.training@pirbright.ac.uk](mailto:pirbright.training@pirbright.ac.uk)

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| Course title for which you are applying | Click or tap here to enter text. | |
| Full name (inc title) | Click or tap here to enter text. | |
| Email address | Click or tap here to enter text. | |
| Telephone number (include country and area code) | Click or tap here to enter text. | |
| Institute/University name | Click or tap here to enter text. | |
| Institute/University mailing address | Click or tap here to enter text. | |
| Gender (only required if requesting housing or needing access to restricted area bathrooms) | Click or tap here to enter text. | |
|  |  | |
| Nationality | Click or tap here to enter text. | |
| Is English your first language? | Click or tap here to enter text. | |
| If English is not your first language, please provide information on qualifications achieved or any other evidence of competence. (e.g. IELTS, TOEFL or other qualification, including date taken and results) | Click or tap here to enter text. | |
| Please provide details, including dates, of any work or study previously conducted in the UK | Click or tap here to enter text. | |
|  |  | |
| Please provide details of any qualifications which may be relevant to this course | Click or tap here to enter text. | |
| What is your current position (manager, laboratory manager, technician etc.) | Click or tap here to enter text. | |
| How many years of experience have you had at this level? | Click or tap here to enter text. | |
| Which viruses do you work with routinely? | Click or tap here to enter text. | |
| Please tick one box to indicate your hands-on experience with Serological Techniques | Expert user  Routine user | Limited user  No experience |
| What impact will this visit have on your work? | Click or tap here to enter text. | |
|  |  | |
| Would you like to apply to stay in Institute housing? (Please note Institute housing is not guaranteed) | Click or tap here to enter text. | |
| What dates would you require housing? | Click or tap here to enter text. | |
|  |  | |
| We will need a reference from your line manager / departmental head to confirm that they are agreeable to you attending the course and to guarantee that funding is available. Please provide the following details: | **Name:**  Click or tap here to enter text. | |
| **Position:**  Click or tap here to enter text. | |
| **E-mail address**:  Click or tap here to enter text. | |
| **Telephone number (including country and area code):**  Click or tap here to enter text. | |
| **Postal address:**  Click or tap here to enter text. | |

**Important Information**

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| **Tax** | |
| In certain situations, foreign residents working in the UK may be subject to income tax both in the UK and in their home country. You may be able to claim relief from such taxes under the appropriate double tax agreements between the UK and your home country. It is your responsibility to ensure that you comply with taxation laws; your local tax office may be able to provide advice. | |
| **Data Protection** | |
| The Pirbright Institute values your privacy and will take all reasonable steps to protect it.  We will securely hold only such of your personal data as is strictly necessary to make arrangements for your training course and/or visit to our site, and then only hold that data from when the training or visit is booked and agreed, to when all administration following on from the training or visit has been resolved, such as sending assessment results, obtaining feedback, dealing with payments or other queries, and this will be for a period of no more than twelve months after the training or visit. This includes online training. Any personal data processed, such as booking the training course and/or visit to site, will be completed as necessary data to meet your training need.  Post training, we would very much like to stay in touch with you, to share future training and development opportunities, to work with you to further develop your skills, and for us to be able to further support and build collaboration with you. If you are happy for us to do this, please consent to this:  You can withdraw that consent at any time by emailing [pirbright.training@pirbright.ac.uk](mailto:pirbright.training@pirbright.ac.uk).    If you have any questions about how your personal data is stored and used by The Pirbright Institute, please refer to our General Data Privacy Policy at <https://www.pirbright.ac.uk/our-governance/privacy-cookies> or contact us by email at [dataprotection@pirbright.ac.uk](mailto:dataprotection@pirbright.ac.uk).    This Privacy Statement does not cover employees of The Pirbright Institute.  Please sign to acknowledge understanding. | |
| Signed: | Click or tap here to enter text. |
| Date: | Click or tap here to enter text. |