

**APPLICATION / INTEREST FORM - ONE PER PERSON**

**Section A – BUSINESS DETAILS**

**PLEASE WRITE IN BLOCKED CAPITALS**

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel no. \_\_\_\_\_ Postcode: \_\_\_\_\_  
Main contact: \_\_\_\_\_ Fax no. \_\_\_\_\_  
Job title: \_\_\_\_\_  
Email address: \_\_\_\_\_ Can TSE contact you by e-mail? Yes  No

- How did you find out about this Workshop? \_\_\_\_\_
- Are You Quality Assured?  Yes  No  If yes who by, and what is your grade? \_\_\_\_\_
- **Are you a member of Tourism South East?** Yes  No  If so what is your Membership number: \_\_\_\_\_

**Section B – PARTICIPANT AND COURSE DETAILS**

Please reserve \_\_\_\_\_ (name) a place on the following course: (please photocopy for multiple participants)

Workshop Date: \_\_\_\_\_ Please book me onto this course:

**SPECIAL REQUIREMENTS**

If you have any special requirements please either note these down or contact us as soon as possible to discuss your needs. Please include any special dietary requests:

**Section C – SIGNATURE**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Data Protection Act 1998** – This information will only be shared with other organisations, such as SEEDA, the Department for Education and Skills and the Department for Work & Pensions if this is necessary for audit or monitoring purposes.

**Cancellations must be notified in writing at least two weeks before the publicised date of the course. Please note that cancellation after this time or non-attendance on the day will result in the full fee being payable. Participants cancelling courses that are at no cost will be charged an administration fee of £20.00.**

Please return this form to: Louisa Carpenter, Training Services, Tourism South East, 40 Chamberlayne Road, Eastleigh, Hampshire SO50 5JH.

Tel: 02380 625491 Fax: 02380 620010