

INSTRUCTIONS:

Fill in all sections clearly and carefully by writing in block letters.

Information requested on this form is for course scheduling and tracking purposes.

Payment must accompany enrolment to secure your place.

1 PERSONAL DETAILS

Family Name: _____

Given Names: _____

Residential Address: _____ Post Code: _____

Postal Address: _____ Post Code: _____

Phone Numbers: Home _____ Work _____ Mobile _____

Email: _____

Emergency / Next of Kin Contact Details: Name _____ Phone: _____

2 COURSE DETAILS

Name of Course: _____

Date of Enrolment: _____

Date of Training: _____

3 DISABILITY

Do you consider that you have a disability, impairment or long-term condition? *(You may indicate more than one area)*

<input type="checkbox"/> No	<input type="checkbox"/> Vision	<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Physical	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Other	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Learning	<input type="checkbox"/> Acquired Brain Impairment

4 EMPLOYMENT

Of the following categories, which best describes your current employment status? *(Tick ONE box only)*

<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Employed – unpaid worker in a family business
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Unemployed – seeking full-time work
<input type="checkbox"/> Self employed – not employing others	<input type="checkbox"/> Unemployed – seeking part-time work
<input type="checkbox"/> Employer	<input type="checkbox"/> Not employed – not seeking employment

5 SPECIAL DIETARY NEEDS

Food and refreshments are provided for full day courses. Please indicate below if you have any special dietary needs or food allergies.

6 STUDY REASON

Of the following categories, which best describes your main reason for undertaking this course (*Tick ONE box only*)

- | | | | |
|--------------------------|----------------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | To get a job | <input type="checkbox"/> | To develop my existing business |
| <input type="checkbox"/> | To start my own business | <input type="checkbox"/> | To try for a different career |
| <input type="checkbox"/> | To get a better job or promotion | <input type="checkbox"/> | It was a requirement of my job |
| <input type="checkbox"/> | I wanted extra skills for my job | <input type="checkbox"/> | To get into another course of study |
| <input type="checkbox"/> | For personal interest | <input type="checkbox"/> | For self-development |
| <input type="checkbox"/> | Other reasons | | |

7 PAYMENT TERMS & CONDITIONS

Course fees include training materials, refreshments and lunch (for full day courses).

CANCELLATIONS AND TRANSFERS

A full refund is available for cancellations received in writing at least five (5) working days prior to course commencement. Cancellations received within five (5) workings days of course commencement will be liable for the full program fee. Career BOSS will not take any responsibility for travel or accommodation costs incurred.

PAYMENT DETAILS

To secure your place payment should be received at least five (5) working prior to the day of the course. Late registration will be considered subject to availability. Payment may be made by cash or cheque. Cheques should be made payable to Career BOSS. Please ensure your cheque is accompanied with relevant course details.

EFT PAYMENT DETAILS

Bank: BankSA, Nuriootpa
 Account Name: Career BOSS
 BSB Number: 105 - 055
 Account Number: 037920040
 Please ensure your remittance is directed to training@careerboss.com.au or fax (08) 8562 3034.

PAYMENT BY CHEQUE

Make cheques payable to Career BOSS and crossed "Not Negotiable". Please make payment with this Enrolment Form. Payments should be forwarded to:
 Career BOSS, PO BOX 503 NURIOOTPA SA 5355

NOTIFICATION OF BOOKING

Notification of your booking will be sent on receipt of your Enrolment and payment. Career BOSS reserves the right to withdraw any participant from the course if payment has not been received in accordance with our payment terms.

YOUR PRIVACY

Career BOSS is committed to respecting and upholding the individual's rights to privacy protection. Individuals may access their personal information by contacting the Training Manager.

Signed: _____ Date: _____