

## How to Book

4.	What is your religion? <input type="checkbox"/> None <input type="checkbox"/> Hindu <input type="checkbox"/> Christian <small>(including C of E, Catholic, Protestant and all other Christian denominations)</small> <input type="checkbox"/> Muslim	Tick one box only <input type="checkbox"/> Buddhist <input type="checkbox"/> Sikh <input type="checkbox"/> Jewish <input type="checkbox"/> Any other religion? Please write in below
5.	Do you consider yourself to have a disability? <input type="checkbox"/> YES <input type="checkbox"/> NO  Do you have any special requirements in relation to the training course?	
6.	Where did you learn of this course?  	
7.	To which age band do you belong? (Tick one box only) <input type="checkbox"/> 16-19 <input type="checkbox"/> 20-24 <input type="checkbox"/> 25-29 <input type="checkbox"/> 30-34 <input type="checkbox"/> 35-39 <input type="checkbox"/> 40-44 <input type="checkbox"/> 45-49 <input type="checkbox"/> 50-54 <input type="checkbox"/> 55-59 <input type="checkbox"/> 60-65	

Thank you for your co-operation

All information provided on this form will be dealt with in accordance with the Data Protection Act 1984, amended 1984, amended 1988. This information may be computerised and used for administrative purposes within Renaissance East Midlands.

OFFICE USE ONLY
Successful/ Unsuccessful in application to attend course
Reason:

Please complete one booking form per person, per course.

Please send this completed form to:

Lorraine Edminson  
Workforce Development Support Officer  
Renaissance East Midlands  
Lincolnshire Archives  
St. Rumbold Street  
Lincoln LN2 5AB

Tel 01522 567137

Fax 01522 530047

Email [lorraine.edminson@lincolnshire.gov.uk](mailto:lorraine.edminson@lincolnshire.gov.uk)

Your place will be confirmed after receipt of booking form. Course details will be sent approximately 7 days before the event.

All places are limited and booked on a first come, first serve basis, so please book early to avoid disappointment.

If you have any queries about the process or the booking form please contact:

Ellie Spence  
Lincolnshire County Council

Tel 01522 567137

Email [ellie.spence@lincolnshire.gov.uk](mailto:ellie.spence@lincolnshire.gov.uk)

### Cancellations

Cancellations for Renaissance East Midlands/EmmS training courses received later than two weeks before the course will be charged at the full cost unless there are mitigating circumstances or a substitute can be found (if a colleague cannot use your place, do check with provider in case there is a reserve list). An administration charge of £25 will apply to all changes to delegate lists.

**RENAISSANCE EAST MIDLANDS**  
museums for changing lives

# Course Booking Form

Please remove and photocopy the course booking form and equal opportunities form as required.

This form can also be found online at [www.renaissanceeastmidlands.org.uk](http://www.renaissanceeastmidlands.org.uk)

Course Title:	
Course Date:	
Venue:	
Name:	
Email address:	
Job Title:	
Organisation:	
Address:	
	Post Code:
Tel:	Fax:
*Out of hours contact number:	
Any special dietary or mobility requirements:	
Status of employment: Part-time/Full-time/Voluntary/Temporary (please delete as applicable)	

\* We request an out of hours telephone number so we can contact you if the course has to be cancelled due to unforeseen circumstances.

Name of Line Manager:
Job Title:
Signature of Line Manager:

# Equal Opportunity Monitoring Sheet

In order to assist Renaissance East Midlands undertake equal opportunity monitoring of take-up on training courses, please could you complete the following information and return with the booking form.

Ref No	Course	
Surname <small>Prefer not to enter</small>	Title <small>Prefer not to enter</small>	Forenames(s) <small>Prefer not to enter</small>
Paid Employee/ volunteer	Grade	
Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	

1.	Are you: Male? <input type="checkbox"/> Female? <input type="checkbox"/>																								
2.	What is your nationality?																								
3.	To which of the following ethnic groups do you consider you belong? Choose one selection from (a) to (e) then tick the box to indicate your cultural background.																								
	<table> <tr> <td><b>(a) White</b></td> <td><b>(c) Asian or Asian British</b></td> </tr> <tr> <td><input type="checkbox"/> British</td> <td><input type="checkbox"/> Indian</td> </tr> <tr> <td><input type="checkbox"/> Irish</td> <td><input type="checkbox"/> Pakistani</td> </tr> <tr> <td><input type="checkbox"/> Any other White background. Please write in below</td> <td><input type="checkbox"/> Bangladeshi</td> </tr> <tr> <td><b>(b) Mixed</b></td> <td><input type="checkbox"/> Any other Asian background. Please write in below</td> </tr> <tr> <td><input type="checkbox"/> White and Black Caribbean</td> <td><b>(d) Black or Black British</b></td> </tr> <tr> <td><input type="checkbox"/> White and Black African</td> <td><input type="checkbox"/> Caribbean</td> </tr> <tr> <td><input type="checkbox"/> White and Asian</td> <td><input type="checkbox"/> African</td> </tr> <tr> <td><input type="checkbox"/> Any other Mixed background. Please write in below</td> <td><input type="checkbox"/> Any other Black background. Please write in below</td> </tr> <tr> <td></td> <td><b>(e) Chinese or other ethnic group</b></td> </tr> <tr> <td></td> <td><input type="checkbox"/> Chinese</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Any other Please write in below</td> </tr> </table>	<b>(a) White</b>	<b>(c) Asian or Asian British</b>	<input type="checkbox"/> British	<input type="checkbox"/> Indian	<input type="checkbox"/> Irish	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Any other White background. Please write in below	<input type="checkbox"/> Bangladeshi	<b>(b) Mixed</b>	<input type="checkbox"/> Any other Asian background. Please write in below	<input type="checkbox"/> White and Black Caribbean	<b>(d) Black or Black British</b>	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Caribbean	<input type="checkbox"/> White and Asian	<input type="checkbox"/> African	<input type="checkbox"/> Any other Mixed background. Please write in below	<input type="checkbox"/> Any other Black background. Please write in below		<b>(e) Chinese or other ethnic group</b>		<input type="checkbox"/> Chinese		<input type="checkbox"/> Any other Please write in below
<b>(a) White</b>	<b>(c) Asian or Asian British</b>																								
<input type="checkbox"/> British	<input type="checkbox"/> Indian																								
<input type="checkbox"/> Irish	<input type="checkbox"/> Pakistani																								
<input type="checkbox"/> Any other White background. Please write in below	<input type="checkbox"/> Bangladeshi																								
<b>(b) Mixed</b>	<input type="checkbox"/> Any other Asian background. Please write in below																								
<input type="checkbox"/> White and Black Caribbean	<b>(d) Black or Black British</b>																								
<input type="checkbox"/> White and Black African	<input type="checkbox"/> Caribbean																								
<input type="checkbox"/> White and Asian	<input type="checkbox"/> African																								
<input type="checkbox"/> Any other Mixed background. Please write in below	<input type="checkbox"/> Any other Black background. Please write in below																								
	<b>(e) Chinese or other ethnic group</b>																								
	<input type="checkbox"/> Chinese																								
	<input type="checkbox"/> Any other Please write in below																								
	PTO																								

