

To enroll in a course, the employee must be employed in a position in the Civil Service System; have this form completed in full, including signatures by the applicant, supervisor and Director; and return this form to Human Resource Management, Yenni Bldg., Suite 517. For further information, call 736-6180.

**HUMAN RESOURCE MANAGEMENT CLASS REGISTRATION FORM**  
(PLEASE PRINT)

\_\_\_\_\_  
APPLICANT'S NAME EMPLOYEE NUMBER

\_\_\_\_\_  
JOB TITLE DEPARTMENT YES NO  
ARE YOU A SUPERVISOR?

\_\_\_\_\_  
WORK ADDRESS EASTBANK WESTBANK

\_\_\_\_\_  
OFFICE PHONE OFFICE E-MAIL ADDRESS

**COURSE TITLE:** \_\_\_\_\_

**COURSE DATE, TIME, LOCATION:** \_\_\_\_\_

.....  
DIRECTOR/SUPERVISOR TO BE NOTIFIED CONCERNING ACCEPTANCE TO THIS COURSE

\_\_\_\_\_  
NAME TITLE

\_\_\_\_\_  
DEPARTMENT EASTBANK WESTBANK

\_\_\_\_\_  
OFFICE PHONE OFFICE E-MAIL ADDRESS

.....

\_\_\_\_\_  
APPLICANT'S SIGNATURE DATE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE DATE

\_\_\_\_\_  
DIRECTOR'S SIGNATURE DATE

All registrations received in excess of the number, which can be accommodated in the class will be processed, and those employees will be scheduled for future program offerings.

All employees scheduled to participate in a training course, workshop, seminar, curriculum, subject, or routine of instruction or education shall be notified of acceptance, starting date, time and location. Copies of the confirmation shall be forwarded to the supervisor.

Applications for training shall be open to all employees irrespective of race, color, national origin, gender, religion, age, or disability.