

[Home](#) > [Residents](#) > [Health and social care](#) > **Headstart training application form**

# Headstart training application form

Last Modified June 07, 2018

[Skip to main content](#)  

## Course details

Please note if you are a parent or carer some of the fields below are not relevant to you please leave them blank.

**Course title \***

**Course date \***

**Course code \***

## Personal details

Please complete all fields

**First name \***

**Surname \***

**Job title \***

**Agency \***

**Cost code**

If you are a Blackpool Council employee, please enter your department's cost code, if you do not provide one we cannot accept your training application.

## Work address or home address for parent/carers

Organisation

Postal address

Postcode

Email \*

Telephone \*

## Reason for participating in the course

Please choose one or more of the following:

- Part of your personal development
- Your job role / responsibilities have changed
- To improve your skills & knowledge
- You were asked to take part by your line manager
- Refresher
- Other

Outline your personal goal for this course

## Special requirements

If you have any special requirements, please give details

## Applicants signature statement

By completing this section, I understand there will be a charge for this course if I do not attend. I understand that I have to participate in the post training evaluation form with my line manager which needs emailing to Headstart within 6 weeks of completion of the course to gain certification.

## Name

First name

Last name

## Line manager authorisation

By completing this section, I agree that I have authorisation from my line manager to attend this course, and that my line manager has agreed to participate in the post evaluation interview which is to be returned to Headstart within 6 weeks of the course completion. My line manager is also aware of the cancellation policy.

### Line manager's name

First name

Last name

### Line manager's email

## Privacy notice

Blackpool Council is the data controller for the personal information you have provided. The council's data protection officer can be contacted at [Dataprotectionofficer@blackpool.gov.uk](mailto:Dataprotectionofficer@blackpool.gov.uk) or by writing to Data protection officer, PO Box 4, Blackpool, FY1 1NA.

When you submit a training application to Blackpool Safeguarding Children Board, as well as the training application, we will collect your name, employer, contact phone number and email. Your information will be used to process your training application. We will also use the information to evaluate the service and, we will maintain statistical records of how many people have attended our training but we will anonymise your information when we create the statistics.

We are allowed to ask for your information in order to deliver a multi-agency training programme under the provisions for Local Safeguarding Children Boards in Working Together to Safeguard Children (2015).

Your information will be used by Blackpool Safeguarding Children Board staff in order to process your application and deliver our training programme. We will share your information with others if we are required to do so by law.

We do not transfer your information to a third country (that is a country outside of the EEA) and we do not use the information you have provide for an automated decision-making or profiling.

We will keep your information securely for up to 3 years following end of the business year (1 April – 31 March) in which the course for which you applied was scheduled. It will then be securely destroyed.

You have a number of rights relating to the processing of your information, including the right to access the information we hold about you (via a Subject Access Request), the right to erasure (the right to be forgotten) and the right to have inaccurate data corrected. More information about your rights can be found on the council's website ([www.blackpool.gov.uk/privacy](http://www.blackpool.gov.uk/privacy)), the Information Commissioner's website ([www.ico.org.uk](http://www.ico.org.uk)) or you can ask for information about these rights from the council's data protection officer.

If we have asked for your consent when you provided the information to us, you have the right to withdraw this consent. This may affect the service we provide to you but you can withdraw your consent by contacting the council's data protection officer.

If you are not happy with how the council has handled your personal information, you can complain to us to give us an opportunity to resolve this with you. You should contact the data protection officer if you have a complaint. Alternatively, you can complain to the Information Commissioner. Their contact details are: Information Commissioner's Office, Wycliffe House, Water Lane, WILMSLOW, Cheshire, SK9 5AF, Telephone 0303 123 1113 (local rate) or by email to [casework@ico.org.uk](mailto:casework@ico.org.uk)

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[↑ Back to top](#)



## Residents

- Advice-and-support
- Benefits
- Blackpool-Illuminations
- Council-tax
- Education-and-schools
- Health-and-social-care
- Housing
- Libraries-arts-and-heritage
- Life-events
- Parking-roads-and-transport
- Parks-and-community-facilities
- Planning-environment-and-community
- Sports-and-leisure
- Waste-and-recycling

## Business

- Business-rates
- Business-support-and-advice
- Commercial-waste
- Food-hygiene
- Licensing-and-permits
- Residential-landlords
- Working-with-the-council

## Your Council

- Blackpool-Council-jobs
- Citizenship
- Community-rights
- Council-meetings
- Creating-a-better-Blackpool
- Have-your-say
- Statistics-and-research
- The-Council
- Transparency-and-open-data
- Voting-and-elections
- Your-councillors

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