



APPLICATION FORM

PLEASE ENSURE YOU:

- COMPLETE ALL SECTIONS ON ALL PAGES
- TYPE AN 'X' IN THE RELEVANT BOXES
- ENSURE YOU READ THE ATTACHED TERMS & CONDITIONS DOCUMENT

COURSE START DATE	
City & Guilds 3667-02 Communications Cabling	
Full C&G 3667-02 Course	<input type="checkbox"/>
Fibre Optics Internal & external installation and testing	<input type="checkbox"/>
Copper Cabling Voice & Data Communications	<input type="checkbox"/>
Networking	
Cisco Certified Entry Network Technician (CCENT) ICND 1	<input type="checkbox"/>
Cisco Certified Network Associate (CCNA) ICND 2	<input type="checkbox"/>
C&G 7540 IT Practitioners	<input type="checkbox"/>
Telecommunications	
SDH Synchronous Digital Hierarchy Installation & Commissioning	<input type="checkbox"/>
DWDM Dense Wave Division Multiplexing I&C	<input type="checkbox"/>
G709 & G8080	<input type="checkbox"/>
Health & Safety	
Asbestos Awareness	<input type="checkbox"/>
IOSH Managing Safety	<input type="checkbox"/>
HSE Emergency First Aid 1 Day	<input type="checkbox"/>
HSE Emergency First Aid 3 Day	<input type="checkbox"/>



Please complete ALL sections:

Title		Rank	
First Name		Rank in full	
Middle Initial		Service	
Surname		Service No.	
Date of Birth		Sub Unit	
Home Address		Unit	
		Unit Address	
Postcode		Postcode/BFPO	
Personal E-mail		Unit Tel No.	
Home Tel		Unit Fax No.	
Mobile Tel			
National Insurance No.		Resettlement Office details	
		Resettlement Officer Name	
		RRC Centre	
		Resettlement Office Tele:	
		Resettlement Office Fax:	
Are you CTP Registered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you been on a TNS Europe Open Day? (Yes/No)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have a problem with Colour Perception? (Yes/No)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have any Learning Difficulties? (Yes/No)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If YES please specify (If notified special arrangements can be made)			
How did you hear about TNS Europe Training Services Ltd?			
Please send correspondence to (please put an 'x' where appropriate)	Home <input type="checkbox"/>	Unit <input type="checkbox"/>	



BOOKING CONFIRMATION

Please reserve me a place on the above course. I understand that to confirm this booking TNS Europe require a £50.00 booking fee. There is a deposit of £50.00 to be paid six (6) weeks prior to the course date, with the outstanding balance due fourteen (14) days prior to course commencement. **Please debit my card/find enclosed cheque** * for £50.00 (delete as applicable). (Cheques should be made payable to 'Total Network Solutions Europe').

Please place an 'X' in the appropriate field:

		I enclose £50.00 Booking Fee	<input type="checkbox"/>	Please take the £50.00 Booking Fee from the Credit Card details below	
Type of card			Security Code (3 digits):		
Expiry Date of Card			Card Holder's Name		
Card Number			Issue No. (Switch only)		
Card Holder's Address					
			Postcode		

WORK PLACEMENT

Please list (in order of preference) the areas where you would like to undertake your on-site training placement. Although TNS Europe will strive to achieve your choices we **cannot guarantee** that it will always be possible. If you have any details of companies you have already liaised with please list below.

	AREAS	TOWN	COUNTY
(1st Choice)			
(2nd Choice)			
(3rd Choice)			

Terminal leave date				
Date available for full-time employment				
Current job description				
Will you have a vehicle for your on-site training? YES/NO	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Additional information				
Please ensure that you email your CV six weeks prior to course commencement to on info@tnseurope.co.uk PLEASE NOTE COMPANIES WILL NOT TAKE STUDENTS ON UNLESS THEY HAVE A CURRENT CV.				



By submitting this form:

- 1) You acknowledge that you have booked a course with Total Network Solutions and agree to abide by Total Network Solutions Europe Training terms & conditions.
- 2) You acknowledge that you have read and understood the terms & conditions that form part of this application form or can be viewed on our website (www.tnseurope.co.uk).
- 3) You also accept and understand that the details you give may be disclosed to third parties in order to obtain your work placement.
- 4) Total Network Solutions Europe can reserve your accommodation for the duration of your course and understand that it is your responsibility to inform Total Network Solutions Europe of any changes to your requirements and acknowledge that it may be necessary for you to share a twin room if a single is not available. If you wish you may book your own accommodation, we can provide a list of B&B's and Hotels local to the training centers.

Please email the completed form back to info@tnseurope.co.uk

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Crewe
Cheshire
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Mob: +44 (0)7800 749354





TERMS & CONDITIONS

1. These are the terms on which Total Network Solutions Europe hereby known after as (TNS Europe) agree to accept the booking specified. They represent the entire agreement between you and TNS Europe and by signing the resettlement application form you accept these terms and agree that any terms and conditions that you may supply or have supplied to TNS Europe will not apply.
2. Telephone bookings will be noted but will not be deemed to be binding on TNS Europe. TNS Europe may resell the place until a TNS Europe have confirmed receipt of the booking and booking fee is received in writing. Only completed original TNS Europe resettlement application forms, duly signed and returned with the required booking fee of £50.00 within ten (10) working days of the provisional booking, will be accepted by TNS Europe as confirmation of booking. The booking fee is transferable but non-refundable.
3. The payments specified on the resettlement application form must be paid in full on the dates stated. Should you wish to cancel the booking please notify TNS Europe in writing. If written cancellation is received, by TNS Europe, no later than 45 days prior to course commencement, TNS Europe will refund in full, payments made to date, excluding the booking fee. If notification is given at least one calendar month before commencement of the course, the deposit remains payable and becomes non-refundable. No refund can be given in respect of cancellations within one calendar month or in the event of non-attendance and the full course fees remain payable. For course date rescheduling requests received 28 days or more before the course date, no charge will be made. For rescheduling requests received between 14 and 28 days before the course commencement date, 50% of the course fee will be charged. For requests to reschedule received less than 14 days before the course commencement date there will be no refund of the course fee. Should you wish to send a substitute attendee you may do so, but please give as much notice as you can.
4. TNS Europe's advertised prices are subject to change at any time. Details of up to date prices are available from TNS Europe. TNS Europe may increase the price of an accepted booking by giving you notice in writing of the increase. The notice will specify that you may, within 30 days of receipt of the notice, give us a further notice cancelling the booking. All payments made, excluding the booking fee, will then be refunded in full and neither party will have any further liability to the other in respect of the booking. If counter notice is not given the increased fee will become due in full.
5. We reserve the right to vary the location and / or the designated speaker at any course, but will ensure that alternatives are suitable for the purpose.
6. In the event that TNS Europe has to cancel a course for insufficient attendance or circumstance beyond their reasonable control notice will be given and TNS Europe will, in full settlement of its liability to you, refund all payments made in full.
7. All course material, documentation, course handouts and similar items are subject to copyright owned by TNS Europe and may not be reproduced in full or in part without the prior written consent of TNS Europe. Should Customers require further copies of such documentation for colleagues of attendees they should contact TNS Europe who may be prepared to sell such copies to them, for a further fee.
8. The names and details of attendees on all courses are confidential and you agree not to release such details concerning other attendees to any third party.
9. Reasonable care has been taken to ensure that written material available at courses and the content of presentations, is correct as at the date stated in the written material. They take no account of updates in law or practice beyond that date. Written material should not be relied upon except by those who have attended a TNS Europe course and should be read in conjunction with the instruction given on that course.
10. You are responsible for yourself and your attendees whilst at TNS Europe, the course location or in accommodation provided by TNS Europe. You will indemnify TNS Europe in full against any loss or damage cost or claim incurred by TNS Europe as a result of your or their behaviour, acts or omissions. Any attendees who behave in a manner deemed by TNS Europe to be disruptive to the course or to other students may be excluded from the course and no refund of fees will be made.
11. TNS Europe accepts no liability for personal effects, motor vehicles or other items brought on to any such premises by you or your attendees and you will indemnify TNS Europe against any claim which may be made against TNS Europe for their loss or damage. This does not apply to death or personal injury caused by the negligence of TNS Europe.

PAYMENT TERMS

As stated above confirmation of a booking comprises of an original signed resettlement application form and £50.00 booking fee. Confirmation should be received by TNS Europe within ten (10) working days of the booking enquiry. A £50.00 deposit should be paid six (6) weeks prior to course commencement with the final instalment received by TNS Europe seven (7) days prior to course commencement. Confirmation of a booking made less than six (6) weeks prior to course commencement must be accompanied by the booking fee and the deposit. Failure to make the necessary payments by the due date without prior arrangement with TNS Europe may result in cancellation of the booking. Payment can be made by any of the following methods: Credit Card / Switch / Cash / Cheque / Postal Order / BACS. Cheques should be made payable to 'TNS Europe Training Services Ltd' and have the student name, course title and course date clearly written on the reverse. An issue number is required with Switch payments. Bank details for BACS payments can be obtained from