



Short course application form (non-accredited)

1. MANDATORY COURSE DETAILS (to be completed BY ALL APPLICANTS for ALL COURSES)

Course title:				
Preferred dates:	1st	2nd	3rd	Consider late cancellation Y <input type="checkbox"/> N <input type="checkbox"/>

2. MANDATORY PERSONAL DETAILS (to be completed BY ALL APPLICANTS)

Rank or title:		Surname:		Forenames:			
Gender M/F:		Known as:		Nationality:		Date of birth:	
Correspondence/unit address (including postcode):							
External telephone Code/No:		Alternative telephone. No:					
Personal email address eg @hotmail		Work email address eg @mod.gov.uk					
Experience/qualifications/training/other justification relevant to this application							

3. TO BE COMPLETED BY UK MOD AND INTERNATIONAL (IDTA) APPLICANTS ONLY, OTHERWISE GO TO SECTION 4

Employing TLB/BTE/ Agency	HOCS <input type="checkbox"/>	JFC <input type="checkbox"/>	Navy Comd <input type="checkbox"/>	Army Comd <input type="checkbox"/>	Air Comd <input type="checkbox"/>	DG Nuclear <input type="checkbox"/>					
	DIO <input type="checkbox"/>	DE&S <input type="checkbox"/>	DSTL <input type="checkbox"/>	DECA <input type="checkbox"/>	Other: [Please state] <input type="checkbox"/>						
Service:	RN/RM <input type="checkbox"/>	British Army <input type="checkbox"/>	RAF <input type="checkbox"/>	MOD Civil Service <input type="checkbox"/>	IDTA Military <input type="checkbox"/>	IDTA Civilian <input type="checkbox"/>	Other <input type="checkbox"/>				
Military rank:	OF9 / 4* <input type="checkbox"/>	OF8 / 3* <input type="checkbox"/>	OF7 / 2* <input type="checkbox"/>	OF6 / 1* <input type="checkbox"/>	OF5 <input type="checkbox"/>	OF4 / S01 <input type="checkbox"/>	OF3/S02 <input type="checkbox"/>				
Reserve?	Yes <input type="checkbox"/> No <input type="checkbox"/>	OF2 / S03 <input type="checkbox"/>	OF1 <input type="checkbox"/>	OR9 / W01 <input type="checkbox"/>	OR8 / W02 <input type="checkbox"/>	OR7 <input type="checkbox"/>	OR 6 / 5 <input type="checkbox"/>	OR 4-1 <input type="checkbox"/>			
Civilian grade:	SC S3 <input type="checkbox"/>	SC S2 <input type="checkbox"/>	SC S1 <input type="checkbox"/>	B1 <input type="checkbox"/>	B2 <input type="checkbox"/>	C1 <input type="checkbox"/>	C2 <input type="checkbox"/>	D <input type="checkbox"/>	E1 <input type="checkbox"/>	E2 <input type="checkbox"/>	Other <input type="checkbox"/>
Service/staff no.		Decorations:		Regt/Corps/Cap Badge:							
Appointment/post title:		Course prerequisites satisfied?	Yes <input type="checkbox"/> No <input type="checkbox"/>								
Branch/unit:		Military run out date:									
Address for invoice (only applicable if applying for a non-MOD sponsored course)											

LINE MANAGER DETAILS (for SO1 equivalent grades and below ONLY)

Line Manager name:	<input type="text"/>	Rank/Grade:	<input type="text"/>	Post/Appt:	<input type="text"/>			
External tel code/no.	<input type="text"/>	External email (eg @mod.uk):	<input type="text"/>					
Endorsement/justification: (Any application submitted without the requisite endorsement will be rejected).								
• MSc-related short courses - please state why you support this application and how it will benefit MOD and core business.								
• Records management course - please include a description of records management duties.								
<input type="text"/>								
Applicant needs course for: (please tick all that apply)	Professional development:	<input type="checkbox"/>	Personal development:	<input type="checkbox"/>	Current job:	<input type="checkbox"/>	Next job:	<input type="checkbox"/>

4. TO BE COMPLETED BY NON UK MOD/NON IDTA APPLICANTS ONLY

(after completion, please go to section 5 for signature)

Name of company/organisation:	<input type="text"/>		
Address for invoice:	<input type="text"/>		
Invoice postcode:	<input type="text"/>	Reference/order no: (Where appropriate)	<input type="text"/>

5. SIGNATURE and DATE (to be completed by ALL APPLICANTS)

Signature:	<input type="text"/>	<input type="text"/>
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6. COMPLETED APPLICATION FORMS SHOULD BE EMAILED TO:

Cranfield University	E: courses.shrivenham@cranfield.ac.uk	Student and Academic Support, Cranfield University Defence Academy of the United Kingdom, Shrivenham, SWINDON, SN6 8LA
	T: 96161 5810 or 01793 785810	

DATA PROTECTION

All data held by the University will be treated as confidential and will only be processed for purposes connected with your studies, or your health and safety while on the University's premises, or for other legitimate reasons such as the compilation of statistics by UK government bodies and the Higher Education Statistics Agency. All data is kept and processed in accordance with current UK Data Protection legislation.

I declare that the information on this application form is correct to the best of my knowledge. I understand that the University reserves the right to withdraw or amend an offer of admission if it is found that any information provided when seeking admission was false or was incomplete to the extent that admission was obtained under false pretenses.