



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

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 *			
(Please note: joining instructions will be sent to your personal address, to prevent the email being blocked by firewalls.)			
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	JFC	Navy Comd	Army Comd	Air Comd	Defence Nuclear Organisation					
	DIO	DE&S	DSTL	DECA	Other (Please state)						
Service:	RN/RM	British Army	RAF	MOD Civil Service	IDTA Military	IDTA Civilian	Other (Please state)				
Military rank:	OF9/4*	OF8/3*	OF7/2*	OF6/1*	OF5	OF4/SO1	OF3/SO2				
	OF2/SO3	OF1	OR9/WO1	OR8/WO2	OR7	OR6/5	OR4-1				
Civilian grade:	SCS3	SCS2	SCS1	B1	B2	C1	C2	D	E1	E2	Other
Service/staff no.	Decorations:		Regt/Corps/Cap Badge:			Reserve: Yes		No			
Appointment/post title:					Course prerequisites satisfied?		Yes	No			
Branch/unit:					Military run out date:						
Address for invoice (only applicable if applying for a non-MOD sponsored course)											

LINE MANAGER DETAILS (for UK MOD and Civil Servants 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)	<input type="checkbox"/>	Professional development:	<input type="checkbox"/>	Personal development:	<input type="checkbox"/>
	<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

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. HEALTH AND DISABILITY INFORMATION (* to be completed by ALL APPLICANTS)

You have no known disability

You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum

You are blind or have a serious visual impairment uncorrected by glasses

You are deaf or have a serious hearing impairment

You have a long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy

You have a mental health condition, such as depression, schizophrenia or anxiety disorder

You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D

You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches

You have a disability, impairment or medical condition that is not listed above

You have two or more impairments and/or disabling medical condition

6. ETHNIC ORIGIN (* to be completed by ALL APPLICANTS)

White - British	Asian or Asian British - Chinese
White - Irish	Asian or Asian British - Other background
Gypsy or Traveller	Mixed - White and Black Caribbean
White - Other background	Mixed - White and Black African
Black or Black British - Caribbean	Mixed - White and Asian
Black or Black British - African	Other mixed background
Black or Black British - Other background	Arab
Asian or Asian British - Indian	Other ethnic background
Asian or Asian British - Pakistani	Prefer not to say
Asian or Asian British - Bangladeshi	

7. HOW DID YOU HEAR ABOUT THIS COURSE?

Word of mouth	Social Media
Google search	Printed advertising
Cranfield University website	Email advertising
Defence Academy website	
Other (please detail)	

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

Signature (typed name):*	<input type="text"/>	Date:*	<input type="text"/>
		(Please complete electronically for emailed applications)	

9. COMPLETED APPLICATION FORMS SHOULD BE EMAILED TO:

Cranfield University	E: courses.shrivenham@cranfield.ac.uk	T: 96161 5810 or 01793 785810
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DATA PROTECTION

We take your data privacy very seriously and will only use your information to provide the products and services you have requested from us.

We will not sell, license or trade your information without your consent.

For more information about how your data will be processed please see our [privacy policy](#). When required, we may share your information across the University and with our commercial subsidiaries.

You can opt out of marketing communications from us at any time.