



## Mobile County Personnel Board – Training Department

1809 Government Street / P.O. Box 66794, Mobile, AL 36660

(251) 445-4574 (251) 470-7722-Fax

Email: [training@personnelboard.org](mailto:training@personnelboard.org) Website: [www.personnelboard.org](http://www.personnelboard.org)

### Classroom Training Request Form

<b>Employee Name:</b>		<b>Job Title:</b>
<b>Jurisdiction:</b>	<b>Department:</b>	<b>Work Phone:</b>
<b>Work Address:</b>		<b>Work Email:</b>
<b>Supervisor Name:</b>		<b>Supervisor Title:</b>
<b>Office Phone:</b>		<b>Email:</b>
<b>Supervisor Approval:</b>		<b>Date:</b>
<b>Department Head Name:</b>		<b>Department Head Title:</b>
<b>Office Phone:</b>		<b>Email:</b>
<b>Department Head Approval:</b>		<b>Date:</b>

TITLE	TITLE	TITLE	TITLE
<b>DATE:</b>	<b>DATE:</b>	<b>DATE:</b>	<b>DATE:</b>
<b>CATEGORY</b> (See Classroom Training Calendar)	<b>CATEGORY</b> (See Classroom Training Calendar)	<b>CATEGORY</b> (See Classroom Training Calendar)	<b>CATEGORY</b> (See Classroom Training Calendar)

#### REGISTRATION GUIDELINES

**Registration is open to Merit System employees.** Requests for Classroom Training are processed according to available space and your training record. While acceptance into a class is not automatic, we will make every effort to include you.

1. Select training event(s) from the CLASSROOM schedule.
2. Complete a CLASSROOM Training Request Form. Be sure to obtain approvals from your jurisdiction.
3. Return the form using our fax number (251- 470-7722) or scan to our email at [training@personnelboard.org](mailto:training@personnelboard.org)
4. Emails to confirm training are sent to merit system email addresses only. If you do not have a work email address, these emails will be sent to your supervisor's email address.

(For online training requests, please use the appropriate ONLINE training request form.)