



Mobile County Personnel Board – Training Department

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

(251) 445-4573, 4574 (251) 470-7722-Fax

Email: training@personnelboard.org

Website: www.personnelboard.org

CLASSROOM TRAINING REQUEST FORM

EMPLOYEE Name:		Job Title:
Jurisdiction:	Department:	Work Phone:
		Work Email:

SUPERVISOR Name:	Title:
Office Phone:	Email:
Signature:	Date:

DEPARTMENT HEAD Name:	Title:
Office Phone:	Email:

MAILING ADDRESS:	
Signature:	Date:

CLASS TITLE:	CLASS TITLE:
CLASS DATE:	CLASS DATE:
CLASS TITLE:	CLASS TITLE:
CLASS DATE:	CLASS DATE:

REGISTRATION GUIDELINES

Registration is open to Merit System employees. Requests for Classroom Training are processed according to available space and your training record. We will make every effort to confirm all requests. Confirmation emails 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.

1. Select training event(s) from the CLASSROOM schedule and complete CLASSROOM Training Request Form with approval signatures.
2. Return the form by fax or email.

Note: For online training requests, please use the appropriate ONLINE training request form.