

Mobile County Personnel Board – Training Department

P.O. Box 66794, Mobile, AL 36660
(251) 470-7727 (251) 470-7722-Fax

Email: training@personnelboard.org Website: www.personnelboard.org

Training Request Form

Employee Name: _____ Job Title: _____

Jurisdiction/Department _____ Address: _____

Office Phone: _____ Office Fax: _____ Office Email: _____

Immediate Supervisor Name: _____ Office Email: _____

Supervisory Approval _____ Date _____ Phone # _____ Department Head Approval _____ Date _____ Phone # _____

General Programs	Title: _____	Title: _____	Title: _____
	Date: _____	Date: _____	Date: _____
	Type Program (Mark One): <input type="checkbox"/> Employee Development <input type="checkbox"/> Human Resources <input type="checkbox"/> Safety Training <input type="checkbox"/> Skill development <input type="checkbox"/> Supervisory <input type="checkbox"/> Other _____	Type Program (Mark One): <input type="checkbox"/> Employee Development <input type="checkbox"/> Human Resources <input type="checkbox"/> Safety Training <input type="checkbox"/> Skill development <input type="checkbox"/> Supervisory <input type="checkbox"/> Other _____	Type Program (Mark One): <input type="checkbox"/> Employee Development <input type="checkbox"/> Human Resources <input type="checkbox"/> Safety Training <input type="checkbox"/> Skill development <input type="checkbox"/> Supervisory <input type="checkbox"/> Other _____
	Level (Mark One):	Level (Mark One):	Level (Mark One):
<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	<input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input checked="" type="checkbox"/> Advanced	
Experience (Mark One):	Experience (Mark One):	Experience (Mark One):	
<input type="checkbox"/> Basic computer knowledge <input type="checkbox"/> Currently using program	<input type="checkbox"/> Basic computer knowledge <input type="checkbox"/> Currently using program	<input type="checkbox"/> Basic computer knowledge <input type="checkbox"/> Currently using program	

- Registration is open to **Merit System employees**.
- Acceptance: Your first (2) requests in the General and Computer categories will be processed as long as space is available. Subsequent requests are not automatic, but we will make every effort to include you.
- Enrollment:
 1. Select training event(s) from the schedule.
 2. Complete a Training Request Form.
 3. Obtain necessary approvals from your jurisdiction.
 4. Return the form to the MCPB Training Office or fax to (251) 470-7722 by the deadline.
 5. Special event classes may have limited enrollment.
 6. Either you or your supervisor will be notified of your acceptance in a class.

See the ONLINE *Training Requests Form* for ONLINE training requests.

Training Office Use Only:

Verified (initials) _____ Unclassified (✓) _____ Entered in Database by (initials) _____