



Mobile Civil Service

A Service of the Mobile County Personnel Board

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

Website: www.personnelboard.org

Training Department - training@personnelboard.org or (251) 445-4573/4574

Primary Training Request Form

EMPLOYEE Name:		Job Title:
Jurisdiction:	Department:	Work Phone:
		Work Email:
SUPERVISOR Name:		Job Title:
Office Phone:		Email:
Signature:		Date:
DEPARTMENT HEAD Name:		Job Title:
Office Phone:		Email:
Signature:		Date:

REGISTRATION GUIDELINES

- Registration is open to Mobile Civil Service employees.
- Use this **PRIMARY training request form** for **Instructor-Led Training** and **Short Course Online Training**
- See [specific calendars for detailed training guidelines](#).
- Please return approved training request to training@personnelboard.org or to the MCS front desk.
- Requests are processed according to availability. Confirmations will be emailed to you or your supervisor.

(For Long Course Online Training, please use the LONG COURSE ONLINE TRAINING REQUEST FORM).

	INSTRUCTOR-LED (classroom and live-remote) TRAINING Title(s):	CLASS DATE(s):
1.		
2.		
3.		
4.		

SHORT COURSE ONLINE TRAINING Title(s):			
1.		5.	
2.		6.	
3.		7.	
4.		8.	