



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:	

DEPARTMENT HEAD Mailing Address:			
Signature:		Date:	

CLASS TITLE:	CLASS TITLE:
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DATE:	DATE:
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CLASS TITLE:	CLASS TITLE:
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DATE:	DATE:
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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 the CLASSROOM Training Request Form with approval signatures.
2. Return the form by fax or email or leave at the front desk.

Note: For online training requests, please use the appropriate Short or Long Course ONLINE training request form.