Door Supervisor Booking Form

Please complete the Booking Form detailed below in BLOCK CAPITALS and black ink. All grey areas of the form are for ACPASS use only and should be left blank. All information provided is strictly in accordance with the Data Protection Act 1998 and no personal details will be passed to third parties without prior approval.

ACPASS Reference No	HABC Reference No
All Forenames	Surname
Full Address (Including Post Code)	
Title (Circle title or add as appropriate) Mr. / Mrs. / Miss / Ms / Other	Date Of Birth
Daytime Tel No	Mobile Tel No
E-Mail Address	

Door Supervisor Course	**Tick**	**Course Fees**	**Total**
		£320.00	£320.00
1ST ID **2nd ID** **3rd ID**			
Minimum Deposit Payment Enclosed		Deposit £100	**£**
Total Payment Enclosed		Please complete	**£**
Selected Course Dates (please specify)			

General Terms & Conditions

- ACPASS Limited reserves the right to refuse a student particularly due to non-payment of course fees
- Cheques must be made payable to ACPASS Limited' and should not be post-dated
- Payments are non-refundable unless 14 days notice of cancellation is given in writing
- ACPASS reserves the right to re-schedule a course due to unforeseen circumstances
- Due to unforeseen circumstances beyond a student's control (i.e. illness) alternative course dates will be negotiated
- ACPASS has a 'Zero Tolerance Policy' in relation to criminal offences committed on the course (drugs, assault, theft, etc) which may result in expulsion from the course without refund of fees.

I have read, understood and agree to the above General Terms & Conditions. I enclose the following documents: ☐ 4 x Identical passport sized photographs on a white background ☐ Photocopy of Passport and Driving License (for proof of identity) ☐ Copy of CV & £50 Deposit	Signature Date

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Information to learners

Information to learners will be given to all candidates at least one week prior to commencement of the course in the form of a telephone conversation (also covered below) covering all points outlined below
Upon enrolment all students are required to supply appropriate forms of identification (see list below), and two colour passport size photographs which comply with the standards for a passport photograph i.e. only entire face to be visible
Two identity documents from group A list. At least one document must show the learner's current address and at least one document must show their date of birth: or
One identity document from the group A list and 2 documents from the group B list. At least one document must show the learner's current address and at least one document must show their date of birth.

Group A documents

A1 Signed valid passport (any nationality)

A3 Signed UK photo driving license (both parts of the full or provisional licence are required)

A4 UK Birth Certificate or certified copy issued within 12 months of birth, but not a photocopy

Group B documents

B1 Valid EU photo ID card

B2 Valid UK firearms license with photo

B3 Signed UK paper driving license

B4 Marriage certificate or civil partnership certificate, with translation if not English

B5 Certified copy (not photocopy) of a UK birth certificate issued more than 12 months after date of birth

B6 Non-UK birth certificate, with translation if not in English

B7 P45 statement of income for tax purposes on leaving a job issued in the last 12 months

B8 P60 annual statement of income for tax purposes issued in the last 12 months

B9 Bank or building society statements issued to current address, less than 3 months old. You can use more than 1 statement as long as each is issued by a different bank or building society

B10 Mortgage statement issued in the last 12 months

B11 Gas, electric, landline phone, water, satellite, cable bill issued to current address within last 3 months. You can only use 1 utility bill in support of your application

B13 Pension endowment or ISA statement issued in the last 12 months

B15 British work permit or visa issued in the last 12 months

B16 Letter from H.M. Revenue & Customs /DWP/Employment Service/local authority issued within the last 3 months. More than one letter can be used as long as each is issued by different Government departments or different local authorities.

B17 credit card statement sent to current address in the last 3 months you can use more than one statement as long as each is issued by different service providers)

B18 Council tax statement issued in the last 12 months

B20 Child benefit book if issued in last 12 months

B22 UK Adoption certificate

Note: All documents from group A and group B must be originals and show the learner's current name unless accompanied by a deed poll document that confirms a change of name, or a valid adoption certificate.

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PRE-COURSE INFORMATION:

Physical activities:
During the course you will be involved in physical activities and this carries a risk, you will be asked on the first day of the course to read and sign a declaration, regarding any illnesses or injuries up to that point.

Expected behaviour:
As mentioned in the course booking form ACPASS Ltd. Has a 'Zero Tolerance Policy' in relation to criminal (or other related) offences committed on the course (drugs, assault, theft, etc) which may result in expulsion from the course without refund of fees. **Be on your best behaviour at all times.**

What should be worn (please bring with you):
Clean smart casual clothing, or a tracksuit and trainers,

Concerns regarding your health and fitness in participating on the course:

If you have any doubt regarding your health and fitness in participating on the course, consult your GP and bring with you the 'fit to participate letter'. You will not be subjected to any strenuous physical activity on this course, The staff at ACPASS Ltd. are here to **teach** you not to punish you.

If you have any queries please contact D.M. LEE (MD ACPASS Ltd.) on 07968913241 at any time.