# Department of Human Resources Workforce Development Division

## Workshop Enrollment Request Form

### FY17-18

***WORKSHOP (One form for each person)***

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| *Workshop Title: Basic Interviewing Skills* | *Workshop Date: (must enter date here)* |
| *Community Program leaders: Please complete one form for each attendee.*  *Current City Employees: Please return with supervisor’s approval.*  *Non-City and Non-Community Program Attendees: Please sign commitment section.* | |

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| *WORKSHOP TIME: (CIRCLE ONE) 9A-11A 2P-4P* |

***PARTICIPANT INFORMATION***

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| --- | --- |
| ***Full Name*** | ***E-mail*** |
| ***Current City Job Classification*** | ***Current City DSW# (required)*** |
| ***Current Employer (IF NOT CITY WORKER)*** | ***Community Based Program Referral:***   * ***YES*** o ***NO (IF YES ANSWER QUESTION BELOW)*** |
| ***Personal Cell or Contact Phone:*** | ***Name of Community Based Program:*** |
| ***Community Based Program Phone:*** | ***Self-Referral***  o ***YES*** o  ***NO*** |

SUPERVISOR’S APPROVAL***(City Workers Only)***

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| --- | --- |
| ***Supervisor’s Name (print)*** | ***Supervisor’s Signature*** |
| ***Phone*** | ***E-Mail*** |

### CLASS ACCEPTANCE PROCEDURE

***Incomplete forms and forms submitted without date of Pre-Apprentice or Apprentice application submission will not be processed.***

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| --- | --- |
| ***Date Applied for the Pre-Apprenticeship or Apprenticeship:*** | ***Title of Pre-Apprenticeship or Apprenticeship You Submitted Application for:*** |
| ***Signature of Applicant:*** | ***Date:*** |

### SUBMIT COMPLETED FORMS

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| ***E-Mail (required):***  ***WD.DHR@sfgov.org*** | ***DUE BY: Tuesday, April 24th @ 4:00pm*** |

### INFORMATION

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| *Enrollments are on a first‐come/first‐served basis. You will receive an e‐mail confirmation if you are enrolled in the workshop. Do not attend the workshop if you do not receive an e‐mail confirmation. All confirmations are sent to the participant and the supervisor(City worker) or CBO Program Referral. Please email ApprenticeshipSF at DHR.ApprenticeshipSF@sfgov.org if you have any questions regarding this workshop.* |