



# Award in Discovering Diversity Potential in the Place of Work MQF Level 4

## Course Application Form

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City Country Post Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

ID/Passport no: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Emergency contact telephone no.: \_\_\_\_\_

Current Employer: \_\_\_\_\_

### Education

Qualification	Awarding Body	Area of Study	Grade	Date

### Relevant Work Experience

Title / Position	Company	Start Date	End Date

May we contact any of your previous supervisors for a reference? If Yes, please provide details below.

YES  
☐

NO  
☐

### References

*Please list any professional references that we can contact.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### Documents to be presented with this form

- Copy of applicant's ID Card (both sides) or passport
- Passport-sized photograph
- A copy of a recent police conduct (not older than 2 months)
- Letters of recommendation
- Copies of relevant qualifications

## Terms and Conditions

- The Registration Fee and down payment are not refundable.
- A charge of €50 is applicable for candidates who change group.
- Learning Works reserves the right to change the contents of the programmes according to the needs and circumstances. The Academy also reserves the right to cancel courses if there are insufficient applications. In such cases, the participants will be entitled for a full refund of both the Registration Fee and the down payment.
- No change in fees is applicable and no refund will be given to applicants who withdraw or are asked to withdraw by Learning Works during the duration of the course.
- Students missing 20% or more lessons will not be awarded the certificate and no refund of the fees is due.
- Unless otherwise stated, all lectures will be held at the Learning Works Training Hub, The Landmark Business Centre, Triq L-Iljun, Qormi.
- Learning Works will process all personal information in accordance with the Data Protection Act.
- **For international students applying from outside of Malta only:**
  - Acceptance letter will only be issued upon full payment of the course.
  - Should the Visa application be rejected, the full fees will be refunded after deducting any bank fees incurred.

## Declaration

*I certify that the information that I have provided is true and complete to the best of my knowledge and accept the terms and conditions above.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_