

## Individual Training Request Form

Directions: Supervisors (or HR representative) of campus employees, complete this form and submit to the RF Training Unit for assistance with your training needs. Use this form to request training for new hires, cross-training or the assignment of new responsibilities.

Simply click the <Submit> button on this form or print and fax the completed form to the Training Unit at 518-434-8348. You will receive a receipt acknowledgement within one business day.

<b>Request Date</b>		
<b>Location and Department/Office</b>		
<b>Requestor Name and Phone</b>		
<b>Training Topics Requested</b> (be as specific as possible)		
<b>If applicable, when available for training?</b>	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> AM <input type="checkbox"/> PM	
<b>If applicable, is travel to Albany possible?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments <input style="width: 150px;" type="text"/>

### Training Audience (please list all people who should attend)

<b>Name</b> <b>Job Title</b> <b>Job Responsibilities</b> <b>Contact Information</b> <b>Supervisor Contact Information</b>		<b>Name</b> <b>Job Title</b> <b>Job Responsibilities</b> <b>Contact Information</b> <b>Supervisor Contact Information</b>	
<b>Name</b> <b>Job Title</b> <b>Job Responsibilities</b> <b>Contact Information</b> <b>Supervisor Contact Information</b>		<b>Name</b> <b>Job Title</b> <b>Job Responsibilities</b> <b>Contact Information</b> <b>Supervisor Contact Information</b>	

**Comments:**