



FÁS and The Library Council of Ireland Project REGISTRATION FORM

Section 1 Personal Details

PPS Number (RSI) _____ Phone Number _____

Name _____

Address _____

Email _____ [please print clearly]

Date of Birth _____ Male Female

Section 2 Education Level

General Education Primary Secondary Third Level

Computer Skills No Knowledge Basic Intermediate Advanced

Section 3 General Information

How did you hear about the service? _____

Are you a registered member of this library? Yes No

How often do you usually visit this library? This is my first visit Once a week
Once a fortnight Once every three weeks Once every four weeks Occasionally

Do you use the computer facilities in the library? Yes No

Are you currently participating on a FAS Programme? Yes No

Are you currently? Employed Seeking Employment In Education/Training
Retired Other

Section 4 DATA PROTECTION ACT & DECLARATION

I declare to the best of my knowledge that the details given on this form are true and complete. I understand that the information given on this form will be entered on the FÁS computer system and that FÁS or its representatives may contact me in respect of research in relation to FÁS services and that the information will also be made available for use to the Library Staff.

I consent to the above.

Signature: _____ Date: _____

PLEASE TURN OVER TO SELECT YOUR COURSES



Please put a tick in the box below beside the paragraph which describes you best:

A) I am a beginner or I am at a basic level and I feel I would need some tuition in a workshop for a number of weeks before I would be confident enough to attempt an online course.	
B) I have my own email address, I can go online confidently and I can save files in specified folders. Once given my username and password by the facilitator I would have no problems logging in and doing my online course from home or using the computers in the Library to do it.	

If you chose A above and are interested in attending workshops in the library please outline your availability to attend in the table below. Workshops are held during normal library opening hours.

Please tick as many options as possible:

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

If you chose B above please tick the online course(s) that you are interested in completing:

Health & Safety Courses

- Office Safety
- First Aid - Basic
- First Aid - CPR
- Back Safety
- Fire Prevention and Safety
- Success over Stress

Computer Courses

- ECDL (Version 5)
- Microsoft Word 2003 2007
- Microsoft Excel 2003 2007
- Microsoft PowerPoint 2003 2007

Other Courses

- Project Management
- Book-Keeping
- Effective Administrative Support Professional
- Accounting
- Business Maths

Completed forms are returned to the participating library and you will be contacted by the workshop facilitator