



Only complete this form if you have a confirmed booking on a programme at Farnham Castle

Sponsor Details										
Course						Date of programme				
DDIP Contact										
Tel										
Email										
Assignee Details										
Title	Mr		Mrs		Ms		Other			
Family Name										
First Name(s)										
Date of Birth	Day		Month		Year					
Nationality										
Home Address										
City										
Postcode						Country				
Telephone	Home						Work			
	Mobile									
Email										
Partner Details (if applicable)										
Partner's Name										
Nationality										
Date of Birth	Day		Month		Year					
Destination Details										
Destination						City/Region				
Designation on assignment										
Will you be accredited to any other countries? Please give details										
Assignment Start Date						Expected duration of assignment				
International Related Experience										
Previous visits to destination country.										
Delegate										
Partner										
Previous expatriate assignments (country/date)										
Delegate										
Partner										
Language Ability Details										
Are you currently undergoing language training?						To what level?				
Have you done any in-country language training?										
Has your partner received (will s/he receive) any language training?										

Please complete as appropriate			
Will your partner accompany you on assignment?	Yes	No	Will your children accompany you on assignment?
Will your partner attend this briefing?	Yes	No	
If you have children, please give names and ages			
Name	Age	Name	Age
Have you previously attended a training programme at Farnham Castle?	Yes	No	Year/Course
Accommodation at Farnham Castle and Arrival Details			
Please note: Accommodation must be pre-booked. To book accommodation please contact the Hogg Robinson booking line:			
Telephone: 0844 848 4422 facsimile: 0116 262 0757			
Please ensure that you state the course reference CMOD7/xxx when you make the booking.			
Intended time/date of arrival at Farnham Castle			
Do you require an evening meal at 1930 on the day of arrival?			
Do you have any dietary and/or mobility requirements? Yes		No	
If yes, please give specific details:			
Airport Collection required?	Yes	No	
Heathrow	Gatwick	Other	
Flight Number	From		
Arrival time			

Important

Please read and sign below.

The information you give in this form will be used solely for the purpose of providing this specific training programme. We will need to pass on relevant information to the trainers so that appropriate content can be prepared. It is therefore very important that you give as much detail as possible. Your personal details will not be given to any third parties without your consent other than as stated above. Returned expatriates contribute to many programmes, and bring a valuable insight to new assignees. We would therefore like the opportunity to contact you.
I agree / do not agree that Farnham Castle may contact me (please delete as appropriate)
I agree that Farnham Castle may use data as stated above.

Signed	
Date	

**If you have any questions regarding this form
please call us on +44 (0)1252 720 415
Please return this form to Customer Services:
customerservices@farnhamcastle.com
of by fax +44 (0)1252 719277**