

**MENDOCINO COUNTY TRAINING
WORKSHOP REGISTRATION FORM**

Directions: If you wish to register for a workshop on the training list please complete and return this form to the Mendocino County Human Resources Department, 579 Low Gap Road, Ukiah CA 95482. As all workshops are offered on a space available basis, and enrollment is on a first-come, first-served basis, you are advised to complete and return this registration form as early as possible.

Please bring this receipt with you to the workshop. If you have any questions, or if you are unable to attend a training you have registered for, please call the County Human Resources Department at 463-4261, or send an e-mail to hr@co.mendocino.ca.us

Your Name: _____ Phone Number: _____

Job Title: _____ Department: _____

Agency: _____ e-mail _____
(if other than Mendocino County) (Required)

Supervisor's name: _____ ext.: _____ e-mail: _____

(Non-County employees should please remit a **non-refundable \$20** per workshop to assist in defraying costs for registration and supplies. Please make checks payable to the County of Mendocino.)

Workshop Title(s)	Desired Date(s)	Time(s)
1) _____		
2) _____		
3) _____		

Signature: _____ Date: _____

Supervisor's Approval: _____ Date: _____

FOR OFFICE USE ONLY - PLEASE DO NOT WRITE BELOW THIS LINE

This is to acknowledge receipt of your registration form for the workshop as requested above. We are pleased to inform you that a space has been reserved for you as follows:

Name: _____

Date: _____

Time: _____

Location: Human Resources
579 Low Gap Road, Conference Room D
Ukiah, CA 95482

This form can be obtained from the Internet at: www.co.mendocino.ca.us/hr

If for some reason you will be unable to attend please call ext. 4261 so we can offer your seat to another interested person.

Thank you