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## HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)

### APPLICATION FORM FOR ADMISSION – NEW INTAKE 2015

#### 1. GENERAL INFORMATION

Please complete this form in block letters and return it before the **20<sup>th</sup> October 2014** to: **The Manager - HR Development Centre, HRDC (Intakes 2014, P.O. Box 291, Okahandja.** Only shortlisted candidates will be invited for an aptitude test. Do not include original documents in your application as documents will not be returned. Incomplete forms will not be considered.

The following trades are available at the centre:

- ❶ *Auto Mechanic & Diesel*
- ❷ *Bricklaying & Plastering*
- ❸ *Carpentry & Joinery*
- ❹ *Electrical General*
- ❺ *Office Administration*
- ❻ *Plumbing & Pipefitting*
- ❼ *Water Care*

Please note that only candidates that have achieved the following minimum symbols in the following subjects are invited to apply: **Grade 12: Mathematics (D), Science (D) & English (E) Keyboard & Computing (D)**  
**Grade 10: 21 points with: Mathematics (C), Science (C) & English (D) Entrepreneurship (D), Keyboard & Computing (D)**

#### 2. APPLICANT INFORMATION

Title:	Mr	Miss	Mrs	Surname:				
First Name(s):								
Age:		Date of Birth:		ID / Passport No.:				
Permanent Residential Address:								
Postal Address:								
Home Telephone :	Code: ( )	No:	Cell Phone:					
E-mail Address:								
Nationality:		Highest Grade:						
Grades/Symbols obtained in:	Mathematics		Science		English			
	Business Std/Entrepreneurship		Keyboard & Word Processing					

### 3. PARENTAL / GUARDIAN INFORMATION

Title:	Mr	Miss	Mrs	Surname:	
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First Name(s):	
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Occupation:	
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**Note: Please attach copies of pay slips of both parents if they are working, otherwise a declaration from the police stating that they are not working**

Relationship:	
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Telephone No.:	Code: ( )	No:
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Please provide details of contact person in case of emergency (if different from above)

Full Name(s):	
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Tel:	
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Relationship:	
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### 4. TRADE RELATED INFORMATION

Please indicate by ticking (☑) **two** fields of study of your choice and state whether **1<sup>st</sup>** or **2<sup>nd</sup>** choice.

<input checked="" type="checkbox"/>	TRADE	CHOICE
<input type="checkbox"/>	Auto Mechanic & Diesel	<input type="checkbox"/>
<input type="checkbox"/>	Bricklaying and Plastering	<input type="checkbox"/>
<input type="checkbox"/>	Carpentry & Joinery	<input type="checkbox"/>
<input type="checkbox"/>	Electrical General	<input type="checkbox"/>
<input type="checkbox"/>	Office Administration	<input type="checkbox"/>
<input type="checkbox"/>	Plumbing & Pipefitting	<input type="checkbox"/>
<input type="checkbox"/>	Water Care	<input type="checkbox"/>

### 5. PAYMENT RELATED INFORMATION

Do you require for NSFAF loan? (Please tick ☑ the appropriate box)	Yes	No
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**NB:** As per NSFAF rules and regulations, only candidates whose parents' total gross annual salary do not exceed N\$250 000 will qualify for a government loan.

**Please take note that a non-refundable fee of N\$ 2500 or N\$ 1 500 (Water Care & Office Administration) is payable upon registration by the candidates applying for NSFAF loan; while private trainees are expected to pay a deposit of N\$10, 000 on the date of registration.**

If the answer above is "YES" please attach the latest copies of pay slips of both parents (if they are working); otherwise a police declaration indicating that they are not working will be required to accompany your application.

If the answer to the above question is "NO", then who will be responsible for your tuition fees?	
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Do you require a hostel accommodation? (Please tick  the appropriate box)

Yes

No

Limited accommodation is available and will be handled on first-come-first-serve basis. The following types of accommodation are available:

- a) Single room: N\$ 5272.10 (includes lunch)
- b) Double room: N\$ 4952.10 per person sharing (includes lunch)
- c) 4 Bed room: N\$ 1760.00 (self-catering)
- d) New single room: N\$ 4150.00 (excludes lunch with self-catering option)

**Meals options: Breakfast:** N\$ 1640.70; **Lunch:** N\$ 2852.10; **Supper:** N\$ 2763.00

## 6. HEALTH RELATED INFORMATION

Do you suffer or have you in the past suffered from any of the following medical conditions? (Please tick  the appropriate box)

<input type="text" value="HEART"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="text" value="EPILEPSY"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="text" value="LUNG DISEASE"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="text" value="BACK"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="text" value="ANY ALLERGIES"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="text" value="HIGH BLOOD PRESSURE"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="text" value="ASTHMA"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO			

## 7. ATTACHMENTS

The following documents must accompany your application form. (Please tick () the attached documents)

- Certified copies of Identity documents e.g. Birth certificate/ID/Passport
- Certified copies of highest academic qualifications
- Proof of parental income (salary pay slips) or original declaration of unemployment status of parents/guardians from the commissioner of Oath or certified copies of pension cards in case of pensioners or death certificates in case the parent(s) have passed on.
- Employer's confirmation letter if a company undertakes to cover the expenses of the candidate
- 3 x Passport photos

## 8. UNDERTAKING

I, .....  
(Full name and surname in capital letters)

Of .....  
(Address)

Certify that the information supplied by me in the sections above is true, complete and correct to the best of my knowledge. No refund will be given to money deposited into Namwater's account.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

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

**SIGNATURE OF PARENT / GUARDIAN**(if applicant is under the age of 21): \_\_\_\_\_

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