



APPLICATION FOR ADMISSION

Short courses 2025

INSTRUCTIONS TO APPLICANTS:

1. Complete the areas on the form in Block letters in black/ blue ink.
2. A non-refundable application fee of N\$50.00 must accompany this application. Please do not send cash if posted. Payments can be made in cash at the Centre, through Finance office, or Electronic Fund Transfer (EFT) and enclose the original bank deposit slip. **NO CASH BANK DEPOSIT ALLOWED.**
3. This application must be accompanied by certified copies of ID/Full birth certificate, school leaving certificates and academic qualifications/ statement of results. Please do not send original documents.
4. Completed application forms can be submitted at Eenhana VTC or mailed to Eenhana VTC, P O Box 13434: Eenhana

APPLICANT'S PERSONAL PARTICULARS (Mark in the appropriate box with an 'X')

Title:	Mr		Ms	
Surname:				
First Name:			Middle Name (s):	
Date of Birth:	Y	Y	Y	Y
	M	M	D	D
Gender:	M		F	
Contact Number:				Identity Number:
Marital Status:				Nationality:
Single				Married
Postal Address:			Town:	
Residential Address:				
Region:			Country:	
Email:				

EDUCATIONAL BACKGROUND

Highest Level of Education:
Institution Name:
Field of Study:

PROFESSIONAL INFORMATION (IF APPLICABLE)

Current Job Title:
Company/Organisation Name:
Years of Working Experience:

ADDITIONAL INFORMATION

English Proficiency:			
Basic	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>
Advanced	<input type="checkbox"/>		
Ethnic Group:	Marginalised	<input type="checkbox"/>	Non - marginalised
		<input type="checkbox"/>	
Others (Please specify):			

Relevant Skills or Experience:							
References or Recommendations (if required):							
SUPPORTING DOCUMENTS							
Please attach the following documents:							
• Proof of payment		<input type="checkbox"/>					
• Identity document		<input type="checkbox"/>					
FINANCIAL INFORMATION							
Payment Details:							
Funding Source/s:							
• Self-funded		<input type="checkbox"/>					
• Employer-funded/Sponsored		<input type="checkbox"/>					
HOW DID YOU FIND OUT ABOUT THE COURSE?							
Newspaper (please specify)		Radio (please specify)		Social media		Friends	
Courses on offer: (Please select a course of your choice by crossing in the appropriate box).							
Basic:							
<input type="checkbox"/>	Office Correspondences						
<input type="checkbox"/>	Event Management						
<input type="checkbox"/>	Microsoft Excel						
<input type="checkbox"/>	Microsoft Access						
<input type="checkbox"/>	Microsoft Word						
<input type="checkbox"/>	Business Planning						
<input type="checkbox"/>	Customer Relationship Management						
<input type="checkbox"/>	English Communication						
<input type="checkbox"/>	Computer User Skills						
<input type="checkbox"/>	Cabling and Colour Coding						
<input type="checkbox"/>	Networking and Sub-netting						
<input type="checkbox"/>	Basic Computer Aided Drawing (ArchiCAD)						
<input type="checkbox"/>	Basic Tiling						
<input type="checkbox"/>	Basic Brickwork						
<input type="checkbox"/>	Basic Plastering						
<input type="checkbox"/>	Setting Out and Surveying Equipment						
<input type="checkbox"/>	Manufacturing and Installation of Wooden Cupboard Table and Doors						
<input type="checkbox"/>	Repairs Basic Vehicle Electrical and Electronic						
<input type="checkbox"/>	Basic Panel Beating and Spray Painting						
<input type="checkbox"/>	Maintenance of Household Plumbing Fixture						
<input type="checkbox"/>	Basic Solar Home System, Solar Pumping System and Solar Heating System Installation						
<input type="checkbox"/>	Basic Arc Welding						
Intermediate:							
<input type="checkbox"/>	Computer Aided Drawing (ArchiCAD)						
<input type="checkbox"/>	Set Out, Install and Adjust Water Services Control and Devices						
<input type="checkbox"/>	Basic Designing and Troubleshooting for Home Solar System, Solar Pumping System and Solar Heating System Installation						
<input type="checkbox"/>	Earthing and Bonding						
<input type="checkbox"/>	Lightening and Protection						
Preferred time for study:							
<input type="checkbox"/>	Weekdays						
<input type="checkbox"/>	Weekends						
CONDITIONS							

Payment	Full payment on registration of course. The institution has the right to refuse admission where evidence of payment cannot be provided, or when proper arrangements were not made.
Cancellations	Any cancellations must be received in writing before 5 working days prior to the commencement date. A 20% of the payment will be charged on cancellation of registration. Cancellations of registration within 5 days prior to course commencement date will be subjected to full payment. Training will be based on a minimum of 6 participants per course. <i>Note: When the minimum number of participants (6) is not met, EVTC reserves the right to postpone commencement.</i>

DECLARATION

I hereby confirm that **all** the information provided is correct, and that **all** the attached supporting documents are the authentic copies of the originals. Any false information will lead to my application not being considered.

Signature of the applicant:Date:

BANKING DETAILS:

Eenhana VTC
First National Bank
Account Number: 62244479318
Business Standard Call Account
Branch Code: 281773
Reference: Applicant's full name