



APPLICATION FOR ADMISSION

January Intake 2025
Full-time

INSTRUCTION TO APPLICANTS:

1. Complete the areas on the form in Block letters in black/ blue ink
2. A non-refundable application fee of N\$100.00 must accompany this application. Please do not send cash if posted. Payments can be made in cash at the Centre through Finance office, or by bank deposit and enclose the original bank deposit slip.
3. This application must be accompanied by Certified copy of ID/Full birth certificate, School leaving certificates, academic qualifications/ statement of results. Please do not send original documents.
4. Completed application forms can be submitted at Nakayale VTC in Outapi or mailed to Nakayale VTC, P.O. Box 910, Outapi before or on **15 November 2024**

Attach Recent
Passport photo
here

APPLICANT'S PARTICULARS (Mark in Appropriate box with an 'X')

Title:	Mr		Ms	
Surname:				
First Name(s):				
Date of birth:		Gender:		Identity Number:
Contact Number:			Nationality:	
Marital Status:	Single		Married	
Residential (Home) Address:				
Region:				
Postal Address:				
Email:				
Emergency Contact/legal Guardian				
Name:			Cell Number:	
Relationship:			Region:	
Email Address:				
Town or Village:				

MINIMUM REQUIREMENTS

National Vocational Certificate in Business Services (Office Administration) Level 1

Grade 11/12 with 20 points in six (6) subjects with an F symbol in English and Mathematics

National Vocational Certificate in Electrical Engineering (Electronics) Level 2

Grade 11/12 with 20 points in six (6) subjects with an F symbol in English, Mathematics, Physical science or Chemistry.

National Vocational Certificate in Hospitality and Tourism Level 2

Grade 10 with 23 points in six (6) subjects with an F symbol in English or Grade 11/12 with 20 points in six (6) subjects with an F symbol in English, M

National Vocational Certificate in Information, Communication and Technology (Foundation) Level 2

Grade 11/12 with 20 points in six (6) subjects with an F symbol in English, Mathematics

National Vocational Certificate in Hospitality and Tourism (Front Office Operations) Level 3

National Vocational Certificate in Hospitality and Tourism L2

National Vocational Certificate in Hospitality and Tourism (Food and Beverage) Level 3

National Vocational Certificate in Hospitality and Tourism L2

National Vocational Certificate in Hospitality and Tourism (Core Commercial Cookery) Level 3

National Vocational Certificate in Hospitality and Tourism L2

National Vocational Certificate in Hospitality and Tourism (Housekeeping) Level 3

National Vocational Certificate in Hospitality and Tourism L2

National Vocational Certificate in Business Services (Office Administration) Level 3 National Vocational Certificate in Business Services (Office Administration) L2
National Vocational Certificate in Hospitality and Tourism (Advanced core commercial cookery L4 National Vocational Certificate in Hospitality and Tourism certificate Level 3 in Commercial Cookery /statement of results
Candidates with Pre-Vocational Subjects NSSCO qualifications (revised curriculum), 18 points in six (6) subjects with an F in English, Mathematics and Science and D grade in the respective pre-vocational Subject.
CAREER CHOICE
Choose in order of preference, the Occupational areas you are applying for: put a number in the box in order of preference e.g. First choice write 1 and second choice write 2 . CHOOSE ONLY 2 (Two trades).

QUALIFICATIONS ON OFFER	Choice	Committee Approval - Official Use Only (Please, do not write in this space)
National Vocational Certificate in Business Services (Office Administration) Level 1		
National Vocational Certificate in Electrical Engineering (Electronics) L 2		
National Vocational Certificate in Hospitality and Tourism Level 2		
National Vocational Certificate in Information, Communication and Technology (Foundation) Level 2		
National Vocational Certificate in Hospitality and Tourism (Front Office Operations) Level 3		
National Vocational Certificate in Hospitality and Tourism (Food and Beverage) Level 3		
National Vocational Certificate in Hospitality and Tourism (Core Commercial Cookery) Level 3		
National Vocational Certificate in Hospitality and Tourism (Housekeeping) Level 3		
National Vocational Certificate in Business Services (Office Administration) Level 3		
National Vocational Certificate in Hospitality and Tourism (Advanced Core-Commercial Cookery) Level 4		

EDUCATIONAL (TERTIARY) HISTORY			
1. Institution Attended:		Region:	
Address:			
Phone:	Fax:	Year of Examination:	
EDUCATIONAL (HIGH SCHOOL) HISTORY			
Highest Grade passed:			
Name of the School:		Town:	
Subjects of the Highest Grade Passed			
Subjects	Levels	Grades/Symbols	
WORKING EXPERIENCE (If applicable)			
Employer:			
Employer address:			
Phone:	Fax:		
Town:	Region:		

Position held:		Duration:	
e-mail Address:			
Your application will be evaluated based on your work history and other relevant experience. As a result, you should provide complete and accurate information about all of your relevant current and previous work experience. Please include a copy of your employer's original reference letter (s) stating your year of experience and the capacity in which you have worked.			
Name and Address of current organization	Job title and summary of Responsibilities/Achievement	From	To
		mm/yyyy	mm/yyyy
FINANCIAL ASSISTANCE (Mark in Appropriate box with an 'X')			
Do you need financial assistance?		Yes	No
HEALTH PARTICULARS			
Do you have any Disability?		Yes	No
If yes, state the nature of your disability. <i>(If possible, attach copy of medical report)</i>			
Based on your disability, do you have any special need/s? (Please specify)			
Do you suffer from any chronic disease/s?		Yes	No
If yes, please specify. <i>(If possible, attach copy of medical report)</i>			
Do you have access to the following:(Please tick where applicable)?	Computer <input type="checkbox"/>	Cellphone <input type="checkbox"/>	Internet <input type="checkbox"/>
PERSONAL PROTECTIVE EQUIPMENT			
Shoe size:Overall size:Shirt size:Skirt/Trouser size: Chef Uniform Trouser size:.....Chef Uniform Jacket size:.....			
DECLARATION			
I hereby confirm that all the information provided is correct to the best of my knowledge, and that all the attached supporting documents are authentic. Any false information will lead to my application being disqualified.			
SIGNATURE OF THE APPLICANT:		Date:.....	

BANKING DETAILS:

NTA- Nakayale VTC
Bank Windhoek
Account Number: 8004837283
Cheque Account, Outapi Branch
Branch Code: 484-173
Reference: Applicant name and surname