



**MINISTRY OF EDUCATION:  
POST-SECONDARY PROGRAMME  
STUDENT APPLICATION FORM**

<b><u>For official use only</u></b>	
Date received:	
Accepted	[ ]
Not Qualified	[ ]

<b>PHOTO</b>
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**GENERAL INSTRUCTIONS**

1. Please read carefully before completing this form.
2. Return the completed application form to: Ministry of Education, Post-Secondary Programme, New Dock Road, Vieux Fort (Former VFCSS Campus A location) with **certified copies** of ***Certificates and/or Grade Slips, Birth Certificate*** and ***one (1) passport size photo.***

**SECTION 1**

1. Surname _____	2. First Name _____	3. Middle Name _____
4. Sex:            Male [ ] Female [ ]	5. Date of Birth _____	Day/Month/Year
6. Marital Status: Single [ ] Married [ ] Divorced [ ]	Widowed [ ]	
7. Nationality _____	8. Country of Birth _____	
9. Correspondence/Mailing Address _____		
10. Permanent Address _____		
11. Telephone _____	Cell _____	For Messages _____
12. Current School/Institution/Workplace _____		
13. If presently unemployed or out of school, indicate your last school or workplace _____		

**SECTION 2**

**ENTRY REQUIREMENTS**

Passes in at least five (5) subjects at CXC General Proficiency Level (Grade 1, 11, 111). These must include English Language and Mathematics.

Relevant subject passes for the Diploma Programme in Business Studies would include Principles of Business, Principles of Accounts, Information Technology, Social Studies.

Relevant subject passes for the Diploma Programme in Secretarial Studies would include Electronic Document Preparation & Management, Office Administration, Principles of Business, Principles of Accounts, Information Technology, Social Studies.

Relevant subject passes for the Certificate Programme in Carpentry & Joinery would include Technical Drawing, Building Construction, Metals.

**SECTION 3**

Education (Give details of educational institutions attended and qualifications obtained.)

TYPE	NAME OF INSTITUTION (S)	FROM	TO
		YEAR	YEAR
OTHER			
SECONDARY			
PRIMARY			

**EXAMINATION RECORD**

EXAMINATION BODY (CXC, GCE, LONDON, ETC.)	SUBJECT	YEAR	PROFICIENCY LEVEL	GRADE OBTAINED	RESULTS PENDING

(If necessary continue on separate sheet)

**SECTION 4**

**JOB EXPERIENCE (IF ANY)**

EMPLOYER(S)	POSITION(S) HELD	FROM	TO

**REFERENCES:** Name two (2) Referees who can be contacted in respect of your application. One of these should be your current school principal if you are at school or have recently left school or your most recent employer if you have been employed.

NAME	ADDRESS	CONTACT NUMBER

\_\_\_\_\_  
Name of Parent/Guardian/Next of Kin (*Please underline appropriate term*)

\_\_\_\_\_  
Tel #

\_\_\_\_\_  
Address

\_\_\_\_\_  
Occupation

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Applicants must choose a first choice programme and a second choice programme from the programmes listed below. You should not enter a second choice if you are not interested in doing the second choice programme.

PROGRAMMES OFFERED	CHOOSE YOUR PROGRAMME
Secretarial Studies (Diploma)	..... First Choice
Business Studies (Diploma)	..... Second Choice
Carpentry & Joinery (Craft Certificate)	

Application submission deadline:  
**July 30, 2018**  
Application fee is **\$10.00**  
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**LATE FEE \$15.00**