

GOVERNMENT OF SAINT LUCIA

Course No :

Commencement Date :

Training Application Form

Course of Study :

Level (Degree, Diploma, Certificate)

Duration of Course (Years/Months)

- 1. (a) **Surname**
- 2. **Date of Birth**
- (b) **First Name**
- 3. **Age** 4. **Sex**
- (c) **Other Names**
- 5. **Marital Status**
- 6. **Staff No./NIS No.**

7. **Present Occupation**

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If Employed in Public Service Date of first appointment

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8. **Next of Kin** (Name, Address, Telephone No.)

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9. **Place of Birth**

10. **Nationality**

11. **Home Address and Telephone No**

.....

or contact Telephone No

12. **Correspondence Address and Telephone No.** (if different)

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13. **Country and Institution where training is to be undertaken**

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14. Educational Record : List most recent educational experience first

Education Institution	Address	Years Attended From To		Qualifications obtained if any listing subjects and grades
a.				
b.				
c.				
d.				

15. Employment Experience : List most recent employment experience first

(a) Name of Employer Title and Responsibilities of your Post
Location
Type of Organization
Employed From To

(b) Name of Employer Title and Responsibilities of your Post
Location
Type of Organization
Employed From To

(c) Name of Employer Title and Responsibilities of your Post
Location
Type of Organization
Employed From To

16. Provide Details of Professional or Technical Qualifications, if any : (e.g. AAT, CGA, ACCA)

17. Provide Details of Special skills, if any (e.g. computer proficiency, typing ability, etc.)

18. Provide Details of Social, Community and Sporting Activities:

19. **Have you previously applied for a Scholarship**

If yes give the number of times and years

Have you been granted a Scholarship

If yes give year(s) and course(s) pursued :

YEAR	COURSE	LEVEL (DIPLOMA, DEGREE)
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20. **Have you applied to an Educational Institution** (if yes, give details)

21. **In not more than 200 words indicate your reasons for seeking training, its importance to your Career and the way in which you intend to apply your training upon its completion. Use an extra sheet of paper if necessary.**

22. ***Important : All sections of this form must be completed. Application forms which have not been fully completed, and forms not accompanied by the documentation stipulated below, will not be considered.***

The documentation listed below must accompany this form.

1. Certified Copies of Academic, Professional and Technical Certificates
2. Letter of Admission to Institution (if applicable)
3. Copy of Birth Certificate
4. Physical Examinations Certificate
5. Two Completed Referee Forms in Sealed Envelopes
6. Letter from Employer Endorsing the request for Training
7. Other Relevant Documentation

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