



**HEART Trust/NTA
VOCATIONAL TRAINING DEVELOPMENT INSTITUTE (VTDI)**



STUDENT APPLICATION FORM – SHORT COURSE

HEART Trust/NTA
 Head Office
 6B Oxford Road
 Kingston 5
 Toll Free 991-2407
 929-3412

VTDI
 Gordon Town Road
 P.O. Box 179
 977-1700-5 or 927-1193
 Fax 977-4304
 E-mail: vt di@heart-nta.org

It is the responsibility of the applicant to ensure that all supporting documents are submitted with this form.

PERSONAL DATA

SURNAME	FIRST NAME	MIDDLE NAME

PHOTO (optional)

DATE OF BIRTH

DAY	MONTH	YEAR	TRN #
			(A copy of the TRN # <u>must</u> be attached)

GENDER

- MALE

 FEMALE

MARITAL STATUS

- SINGLE
 MARRIED
 DIVORCED
 WIDOWED
 COMMON LAW

ADDRESS:

Mailing: _____

Tel #: _____

Cell #: _____

Permanent: _____

Tel #: _____

Fax #: _____

E-mail Address: _____

Work #: _____

EMPLOYMENT

NAME OF EMPLOYER: _____

ADDRESS OF EMPLOYER: _____

Tel#: _____

Fax#: _____

IN CASE OF EMERGENCY:

SURNAME	FIRST NAME	MIDDLE NAME	CONTACT NUMBERS: H _____ W _____
		RELATIONSHIP:	

QUALIFICATIONS:

Subjects/certification	Examining Body	Grade	Year Certificate Received	Institution
Certification Pending			Expected Date of Examination	Institution

I wish to pursue the following short course:

Start date:

Who will be responsible for your fees?

Why have you selected the VTDI?

To be considered for entry, applicants must submit a fully completed application form. Application and accompanying documents should be submitted to the VTDI Registry before the start date of the course.

I hereby certify that the information given on this application form is true, complete and accurate to the best of my knowledge. I further understand that any fraudulent statement made by me in completing this form will lead to instant disqualification or dismissal from the course.

All applications must be fully completed and accompanied by:

1. Recent resume (compiled within the last 6 months)
2. Copies of certification of all academic achievements where applicable (originals must be taken in to be verified)
3. Proof of age (driver's license, birth certificate) – originals and copies to be submitted
4. One recent certified passport size photograph
5. Two (2) Referee's Reports
6. Copy of marriage certificate
7. Copy of TRN and original for verification

Signature:

Date:



VOCATIONAL TRAINING DEVELOPMENT INSTITUTE



REFEREE'S REPORT

Instructions:

This form must be completed by your referee and submitted with the application to:

Registrar
 Vocational Training Development Institute
 Gordon Town Road
 St. Andrew

The application cannot be processed until the Referee's Report has been received by the Registrar.

Student's Name

Programme Applied For

TO REFEREE: The above-named student is applying for admission to study at the VTDI and is requesting that you complete this evaluation form. Please use the rating scale below to assess the applicant's suitability by circling your choice.

5-outstanding
 4-above average
 3-average
 2-below average
 1-poor
 0-no basis for judgment

1. Ability to express himself/herself orally	5	4	3	2	1	0
2. Ability to express himself/herself in writing	5	4	3	2	1	0
3. Potential /ability to pursue further studies	5	4	3	2	1	0
4. Intelligence	5	4	3	2	1	0
5. Initiative	5	4	3	2	1	0
6. Emotional maturity	5	4	3	2	1	0
7. Seriousness of purpose	5	4	3	2	1	0

How long have you known the applicant? _____

In what capacity? _____

