



**UTech/JIM SCHOOL OF ADVANCED  
MANAGEMENT**

47 HOPE ROAD, KINGSTON 10



**APPLICATION FORM – CERTIFICATE COURSE**  
(please print)

<p>NOTE: This form should be completed and submitted with:</p> <ul style="list-style-type: none"><li>• APPLICATION FEE – \$1000.00 (non-refundable)</li></ul> <p>Name of Course: _____ _____</p> <p>Name (in full) Mr. / Ms. / Mrs.: _____ _____</p> <p>Mailing Address: _____ _____ _____</p> <p>E-mail Address: _____</p> <p>Telephone No. Home: _____ Work: _____</p> <p>Present Employer: _____ _____</p> <p>Address: _____ _____ _____</p> <p>Present Position (Title): _____</p> <p>Immediate Supervisor (Name): _____ _____</p> <p>Position / Title: _____ _____</p> <p>Date of employment: from _____ to _____</p>	<p>For Official Use Only</p> <p>I.D. No. _____</p> <p>Course Code: _____</p> <p>Application Fee: \$ _____</p> <p>Course Fee: \$ _____</p> <p>Date Rec'd: _____</p> <p>Recommendation: _____ _____ _____</p>
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Description of Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PAYMENT OF FEES:**

Applicants **must** sign the following undertaking:

**I undertake to make payment of all fees if I am admitted to this course.**

State source(s) from which you expect to derive financial support:

SELF      SPONSORSHIP      OTHER

If sponsored, state name and address of sponsor

Sponsor's name: \_\_\_\_\_

Address: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PREVIOUS EXPERIENCE**

Year: \_\_\_\_\_

Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Year: \_\_\_\_\_

Position: \_\_\_\_\_

Organization: \_\_\_\_\_

**EDUCATION**

College, University, Secondary School attended and dates

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you hope to gain through this training? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give the names of two references one of whom should preferably be from your workplace.

\_\_\_\_\_  
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\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**“UTech/JIM School of Advanced Management reserves the right to cancel any course that is undersubscribed,” also “Fees are subject to change without notice.”**