



CO-OPERATIVE COLLEGE OF KENYA

P.O. Box 24814-00502 Karen – Nairobi

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E-mail: coopcoll@cooperative.ac.ke

Website: www.cooperative.ac.ke

**APPLICATION FOR TRAINING
(CERTIFICATE & DIPLOMA COURSES)**

PLEASE USE BLOCK LETTERS:

1. **TITLE OF THE COURSE APPLIED**

.....
2. **PERSONAL DETAILS:**

(i)
SURNAME FIRST NAME MIDDLE NAME

((ii) Date of Birth

(iii) Sex (Tick one) Male Female

(iv) Marital status Married Single

(v) Nationality

(vi) Home District Province

Postal Code

(vii) Current Address

(viii) Telephone/Cellphone No.

2. **ACADEMIC QUALIFICATIONS:**

NAME OF SCHOOL

ADDRESS

YEAR

KCSE RESULTS:

SUBJECT: **GRADE:**

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MEAN GRADE

3. CO-OPERATIVE COLLEGE OF KENYA COURSES ATTENDED:

COURSE	CERTIFICATE AWARDED	YEAR	ADM. NO.
(a).....
(b).....

4. EMPLOYMENT DETAILS:

- (i) Name of Employer
- (ii) Date of 1st Appointment
- (iii) Present Post
- (iv) Employer's Address
Tel. No.
- (v) What are your current duties and responsibilities?
- (vi) Signature of Applicant

5. SPONSORSHIP AND AUTHORIZATION:

Name and Address of Sponsor

I hereby certify that Mr./Mrs./Miss

Is our employee. He/She has been nominated to attend a
Course, whose costs will be met by our organization.

Name of official making the nomination:

Name	Designation/Position	Signature	Date
.....

Organization's Official Stamp

6. NOTES:

- (i) Registration fee of Ksh. 500/= will be charged for each application made.
- (ii) Applicants **MUST** attach photocopies of academic and professional certificates and National ID card.
- (iii) 2 passport size photographs (**Not photo me**).

7. FOR OFFICIAL USE ONLY:

Receipt No Kshs.Date:.....

The Application is:

- (i) Approved
- (ii) Not Approved Date:.....

REMARKS:.....