



Tel. No. ....

(v) What are your current duties and responsibilities? .....

.....

(vi) Signature of Applicant .....

**4. 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:**

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

**NB**

(i) State how you got information about this course. (Tick appropriately)

- |                    |                          |                    |                          |
|--------------------|--------------------------|--------------------|--------------------------|
| 1) Newspaper       | <input type="checkbox"/> | 2) Former student  | <input type="checkbox"/> |
| 3) Member of staff | <input type="checkbox"/> | 4) Current student | <input type="checkbox"/> |
| 5) Any other       | <input type="checkbox"/> | (State it.....)    |                          |

(ii) In case you got information through (i) 2, 3 or 4 above, state his/her name and contact.  
Name.....contact (mobile No.).....

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**7. FOR OFFICIAL USE ONLY:**

Receipt No ..... Kshs. ....Date:.....

The Application is:

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

**REMARKS:**.....