|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please fill in correctly and legibly Student No.: | | | | | | | | | | | |
| **General Information** | | | | | | | | | | | |
| **Note:** (Enter name exactly as it appears on ID or Passport)  First Name Middle Name Surname | | | | | | | | | | | |
| ID or PP No. |  | | | Birth Date | |  | | | | | |
| Gender | □ Female □ Male | | | Nationality | |  | | Home Language | | |  |
| Cell Phone |  | | | E-mail | |  | | | | | |
| Next of Kin |  | | | Cell Phone | |  | | | | | |
| **Course Information** | | | | | | | | | | | |
| **Pastel Partner** | |  | **(Pastel accounting(Fundamentals of Bookkeeping & Pastel Partner)** | | | | | | | | |
| **Pastel Payroll** | |  | **(Basic & Advance Product training, -Tax, Administration and problem solving)** | | | | | | | | |
| Course Time | | □ 8:00 – 9:40 | | | □ 10:00 – 11:40 | | | | □ 14:00 – 15:40 | | |
| **General Entry Requirements:**   1. Testimonial letter from local social worker, **2.)** Copy of ID or Passport with valid Visa, **3.)** CV, **4.)** Copy of School Certificate, **5.)** Sign Code of Conduct(2nd Page)   **Note:** No application will be accepted without the above documents attached. | | | | | | | | | | | |
| **Additional Requirements:**   * MOS (Microsoft Office Specialist) Certification for Excel or equivalent * Or a pass in Computer Studies at Matriculation level * And a Business Studies, Accounting or Book-keeping at Matriculation level | | | | | | | | | | | |
| **Address** | | | | | | | | | | | |
| Street No.& Name | | |  | | | | Town | | |  | |
| Municipality | | |  | | | | Postal Code | | |  | |
| **School & Work History** | | | | | | | | | | | |
| Last School Attended | | |  | | | | Town | | |  | |
| Highest Grade Completed | | |  | | | | Postal Code | | |  | |
| Subject Passed | | |  | | | | | | | | |
| Name & Place of last Company worked | | |  | | | | Position Held | | |  | |
| Reason of leaving | | |  | | | | Contact Person  & Tel No. | | |  | |