



OKAKARARA VOCATIONAL TRAINING CENTRE

Private Bag 2112; Okakarara; Namibia
Tel: 067 317 069 Fax: 067 317 469



NAMIBIA TRAINING
AUTHORITY

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APPLICATION FORM

Application fee receipt No:

January 2025 INTAKE

Instructions for the completion of the form

1. Complete the areas on the form in **BLOCK LETTERS** in black ink
2. A non-refundable application fee of **N\$50.00** must be deposited into the school's account. Please do not send cash if posted. Payments can be made by **Direct Bank Deposit: Okakarara VTC Bank Windhoek, Account No: 8003740249. Kindly use the Applicants Full Names as Reference.** Please enclose your original Proof of Payment for the Direct Desposits with this application.
3. This application must be accompanied by certified copies of birth certificate/identity card and relevant certified academic certificates (**Grade 10, Grade 11 or Grade 12**). **No faxed or emailed applications will be considered.**
4. The application form must be submitted to the Okakarara Vocational Training Centre on or before **29 November 2024**, no late application forms will be accepted.
5. Should you not receive any notification regarding the status of your application by **13 December 2024**, consider your application unsuccessful.

Applicant Information

Surname:

First Names:

Date of birth:

ID Number:

Gender: Male Female

Cell:

Phone:

Nationality:

Residential Address:

Town:

Postal Address:

Region: Cross (X) the appropriate region of origin below:

Zambezi	Ergo	Hardap	Karas	Kavango E	Kavango W	Khomas	Kunene	Ohangwena	Omaheke	Omusati	Oshana	Oshikoto	Otjozondjupa
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Indicate whether you are physically challenged: Yes No If your answer is yes, state the physical challenge below:

Emergency Contact/ Parent/Legal Guardian

Name & Surname:

Address:

Town:

Phone:

Cell:

Relationship:

Personal Protective Equipment

Overall Size: _____ Shirt Size: _____ Skirt/ Trouser Size: _____

Chef Uniform Trouser Size: _____ Chef Uniform Jacket Size: _____

ADMISSION REQUIREMENTS

Trades	Phased out Curriculum	Revised Curriculum
Office Administration (Level 1) Office Administration (Level 4) Electrical General (Level 1) Information Communication Technology (Level 2)	Grade 12 with 20 Points or better with at least E in Mathematics E in English, Grade 12 with 22 Points or better with at least E in Mathematics E in English, for Electrical General	NSSCO Grade 11 with 20 Points in 6 Subjects F Symbol in English F Symbol in Mathematics F Symbol in Science E in Biology
Clothing Production (Level 1) Cosmetology (Level 2) Hospitality and Tourism (Level 4)	Grade 10 with 18 Points or better with at least E in English, E in Mathematics E in Life Science NVC Level 3 for Front Office Level 4	NSSCO Grade 11 with 20 Points in 6 Subjects F Symbol in English F Symbol in Mathematics & Biology
Auto Mechatronics (Level 2) Bricklaying and Plastering (Level 1) Carpentry and Joinery (Level 1) Facility Maintenance (Level 2) Welding and Metal Fabrication (L2)	Grade 10 with 22 points with at least E Symbol in mathematics E Symbol in English E Symbol in Science	NSSCO Grade 11 with 20 Points in 6 Subjects F Symbol in English F Symbol in Mathematics F Symbol in Science

Career Choice

Choose in order of preference, the Trade/s you are applying for: put a number in the box in order of preference e.g. **First choice write 1** and **second choice write 2. CHOOSE ONLY 2** (Two trades).

Trade	Choice	Committee Approval (Please, do not write on this coloured space)
Auto Mechatronics (Level 2)		
Bricklaying and Plastering (Level 1)		
Clothing Production (Level 1)		
Carpentry and Joinery (Level 2)		
Cosmetology (Level 2)		
Hospitality and Tourism Front Office (Level 4)		
Information Communication Technology (Level 2)		
Facility Maintenance (Level 2)		
Office Administration (Level 4)		
Electrical General (Level 1)		
Office Administration (Level 1)		
Welding and Metal Fabrication (Level 2)		

Educational History

School/Institution Attended:		Region:
Address:		
Phone:		Year of Examination:
Grade Completed:		Points obtained:

Employment Information

Employer:		
Employer Address:		
Phone:	Position Held:	

Declaration

I confirm that all the information I have given is correct to the best of my knowledge and all supporting documents are genuine.

Signature of applicant:	Date:
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Office Use Only

Payment: Application Reference Number <input type="text"/>	Notified: Yes <input type="checkbox"/> No <input type="checkbox"/>
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JANUARY 2025 APPLICATION FOR HOSTEL ACCOMODATION

- **Okakarara VTC has limited hostel accommodation space.**
- **Admission to the Centre does not guarantee automatic hostel accommodation.**
- Self-Catering Service Facilities

APPLICATION FOR ADMISSION MUST BE SUBMITTED EVERY TERM TO THE OFFICE OF THE HOSTEL COORDINATOR

Surname	Name	Sex M/F	Date of birth	Period of residence	Level	Trade	Training year

1. Trainee's previous School: _____

2. Were you previously in the hostel? Please mark YES/NO

3. Postal Address: _____

4. Residential Address: _____

5. Region: _____

6. Signature of Trainee: _____

7. Telephone number: _____ Code: _____

8. Please state why hostel accommodation is required:

9. Undertaking by Parent/Guardian/Next of kin:

10. Name of Parent or Guardian: _____

11. Contact details: _____

12. Signature of Parent: _____

13. If admitted, I undertake to ensure that my child abides by the hostel rules, and should he/she break any rules, I understand that he/she will be expelled from the hostel.

14. I undertake to pay the hostel fees in full every first day of the term and I understand that my child will not be admitted into the hostel without this payment.

15. Particulars of child / trainee for whom application is being made:

NB: Please ensure that you complete the hostel application form before the end of every term if hostel accommodation is also required for the following term.

FOR OFFICIAL USE ONLY

A) Application Approved: B) Not Approved:

Signature: Hostel Coordinator: _____ Signature: Head Trainee Support: _____