



TVET PROGRAMMES APPLICATION FORM OFFICE ADMINISTRATION LEVEL 3

Passport
Photo

YEAR:

2025

TVET



INSTRUCTIONS FOR THE COMPLETION OF THE FORM

1. Complete the form in **BLOCK LETTERS** with black ink.
2. This application must be accompanied by certified copies of birth certificate or identity card, relevant academic certificates, latest school results and proof of payment.
3. A non-refundable application fee of N\$150.00 must accompany the application form.
4. Payments can only be done via postal order or bank deposit (please attach proof of payment).
5. Please do not send cash if posting.
6. Incomplete applications will **NOT** be considered.
7. The forms must be submitted at NAMCOL centres or posted before **31 July 2025**.
8. Successful candidates will be notified via our SMS line.
9. Late application will NOT be accepted.

PERSONAL DETAILS

Title (tick)	Mr	Mrs	Ms	Other:
Surname:			First Name (s):	
Student No:			CRN No:	
ID/Passport no/DoB			Cell No:	
Gender (tick)	M	F	Highest Qualification:	
Email Address:			Nationality:	
Postal Address:				
Village/Town/City:				
Physical Address:				
If not a Namibian citizen, please provide the following details				
Country of Origin		Passport No:	Expiry Date	
Type of Permit		Permit No:	Expiry Date	

EMERGENCY CONTACT / PARENT / LEGAL GUARDIAN

NAME			
ADDRESS		TOWN	
Work No:		Cell No:	
Relationship			

Career Choice

CHOOSE IN ORDER OF PREFERENCE. TICK THE APPROPRIATE BOX FOR LEVEL AND CHOICE.

Trade	Level		Choice		
Office Administration Jetu Jama	Level 3		First		Second
Office Administration Otjiwarongo	Level 3		First		Second
Office Administration Rundu	Level 3		First		Second
Office Administration Ongwediva	Level 3		First		Second

REGION: TICK (X) THE APPROPRIATE REGION OF ORIGIN BELOW:

Khomas		Oshana		Kavango East		Otjozondjupa
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ACADEMIC QUALIFICATION

Institution	Certificate obtained	Year

EMPLOYMENT HISTORY

Position	Institution	Employer's Address	Contact Details	Period of Employment

NAMCOL Banking details:

Account name: NAMCOL
Bank Name: Bank Windhoek
Account Number: 114 114 3121
Branch: 482972

NAMCOL Postal Address:

Private Bag 15008
Katutura
Windhoek
Namibia

(Please complete applicant information on the deposit slip and attach proof of payment)

I understand that completion of this form does not necessarily mean automatic acceptance into the training programme applied for. I further acknowledge that if accepted into a training programme, I will sign the Trainee's Code of Conduct agreeing to abide by the Training Centre's Rules and Regulations.

Declaration

I confirm that the information I have given is correct to the best of my knowledge and all supporting documents are genuine.	
Applicant's Signature	
Date:	
Signature of Guardian (if under the age of 18):	

Office Use:

Included all required supporting documents	
Completed application form	
Accept first choice	
Accept second choice	
Rejected	