

Doc 4.6 Sample Training Registration Form/ Elements of a TREE application form

1. Programme information

- Programme name:
- Location:
- Date application made:

2. Applicant information

- Full name
- Address
- Contact points (phone, email)

3. Detailed information on applicant

Information in this area may be considered private, and could be completed in an intake interview. Applicants may also lack literacy skills to complete it accurately.

- Age
- Family status (married/single/with dependent children or adults/etc.)
- Living situation (secure housing/temporary or insecure housing/homeless)
- Years/level of schooling completed
- Current employment status
- Usual occupation, number of years.
- Other occupations, number of years.
- Estimated monthly income for the family
- Main sources of income/livelihood

Equity information

- Gender/gender identification
- Physical or mental conditions that may have an effect on applicant's ability to work or learn.
- Membership in a group that faces additional barriers in employment (language/religion/ethnicity/other)
- Other potential barriers to employment.

The following is an example from a TREE programme in Mexico:

SAMPLE TRAINING APPLICATION FORM

Training for Rural Economic Empowerment Program
(TREE)

1 x 1 ID Picture

TRAINING APPLICATION

I – Training Course Applied for: _____

II – Name & Address of Community: _____

III - Personal Information

Name: _____
(Family Name) (First Name) (M.I.)

Address: _____

Civil Status: Single Married Widow/er Separated

Sex: Male Female Person with Disability (PWD)

Age: _____ years No. of Members in the Family: _____

Highest Educational Elementary No. of years _____

Attainment: High school No. of years _____

College No. of years _____

Voc/Technical No. of yrs/mos/days _____

Name of Voc/Tech course: _____

Employment Status: Not Employed Self-employed Wage Employed

Name of Job/occupation (if wage or self-employed): _____

Other sources of income/livelihood _____

7. Estimated family income per Month (In Pesos):

Below 1,000

1,001 – 3,000

3,001 – 5,000

5,001 - above

8. Pledge of Obligation

If admitted to the Training program, I, the undersigned affirms that I will diligently attend and participate in the training activities, strive to pass the course, prepare and submit all training requirements and pursue post-training endeavors that shall make me a useful and productive member of my community.

Printed Name and Signature

of Training Applicant
