



**Bureau for Workers Activities
INTERNATIONAL LABOUR ORGANIZATION**

CERTIFICATE COURSE IN TRADE UNIONISM FOR SOCIAL JUSTICE IN EAST AFRICA

Tom Mboya Labour College, Kisumu Kenya
1 August – 31 October 2015

APPLICATION FORM FOR ADMISSION

1. Surname (Ms/Mr):
- First Name:
- Middle Name/s (if any):
2. Sex: Female [] Male []
3. Date and Place of Birth:
4. Nationality:
5. Marital Status: No. of Children:
6. Religious Affiliation (if any):
7. Next of Kin
 - (a) Name of next of Kin:
 - (b) Relationship to Applicant:
 - (c) Telephone:
8. Contact Address (Address to which all communication in connection with this application should be sent):
 Postal address:
- Physical address:
- Telephone:
- Email address:

9. Academic Qualifications

Name of School/Institution	Degree/Certificate	Years Enrolled	
		From	To

10. English Language Proficiency

- a. Have you ever studied at the secondary or post secondary level with English as the medium of instruction? Yes [] No []
- b. Have you taken any English test? Yes [] No []
- c. If yes, please provide the following

i. Test date:

ii. Test name:

iii. Results (If awaiting results please submit the results as soon as possible):

11. Employment History. If you are currently employed, state

a. Present Occupation (Position title, and duties/responsibilities):

b. Name and Address of Employer:

12. Give details of previous employment (Employing Institution, Position title, and duties/responsibilities with dates):

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13. Other Qualifications and Experiences Relevant to your Application:

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14. Indicate how you expect to finance your study at the Tom Mboya Labour College

- a. Self-financing
- b. Employers
- c. Fellowship (indicate source):.....

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15. Give details of two referees one of whom should be connected with your academic or professional work

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16. **APPLICANT'S DECLARATION** (To be filled by applicant)

I declare that all the information supplied in this application and supporting documentation is correct and complete. I acknowledge that the withholding of information or provision of incorrect documentation and false information in relation to my application may result in the cancellation of any offer or enrolment for this programme.

If I receive the fellowship from the Bureau for Workers' Activities of the International Labour Organization (ILO/ACTRAV) I accept:

- i. That the ILO/ACTRAV or TMLC cannot assume any responsibility for any of my dependants during the period of my study which this scholarship covers.
- ii. That I am responsible for all costs incurred in completing my pre-departure formalities, including any applications for visa, fees any required examination fees, securing a health insurance cover
- iii. That I will be responsible for all costs associated with any companion (spouse, dependants, and others), who may accompany me during my study period at the Tom Mboya Labour College.
- iv. To be responsible for all cost associated with stationery and books, local transportation costs, communication expenses, and laundry needs during my stay at the Tom Mboya Labour College.

Signature of Applicant:..... Date:.....

17. SUPPORTING DECLARATION

(This declaration should be signed by the Secretary General/President/Officer-in-Charge who should also endorse one of the passport-sized photographs on the reverse side. This application will be invalid if this declaration is not signed.)

I certify that the photograph endorsed by me is the true likeness of the applicant

Ms/Mr/Mrs:.....

who is personally known to me. I have inspected his/her certificates and I am satisfied that the names on them conform to those by which, to the best of my knowledge, he/she is officially known.

Signature:..... Date:.....

Name:.....

Status:.....

Address (Official Stamp) :.....

18. Additional requirements and attachments

- a. In all cases the following enclosures (certified copies) should accompany the application forms
 - i. Academic certificates
 - ii. National passport/identity card
 - iii. Academic transcripts (where applicable)
 - iv. Reference letter from applicants head of work or national trade union or trade association leader
 - v. Curriculum vitae
 - vi. Three (3) recent passport size photographs (one of the photographs should be endorsed using the supporting declaration above. The name of the applicant should be written at the back of the remaining photos)

**Applicants are required to send all completed forms and attachments to
The Principal,
Tom Mboya Labour College,
Ring Road,
PO Box 754-40100,
Kisumu, Kenya.
Email: info@tomboyacollege.ac.ke**