



SEYCHELLES BUSINESS STUDIES ACADEMY

APPLICATION FOR ADMISSION TO FULL-TIME PROGRAMMES



1. PERSONAL DETAILS	
Name in Full ( as on National Identity Card)	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
National Identity Number (Attach a photocopy of your National Identity Card)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Email	
Address	
Telephone Number	
Current Status (Tick one box only)	Student <input type="checkbox"/> Self Employed <input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/>

2. PROGRAMME YOU WISH TO FOLLOW

Seychelles Business Studies Academy	Diploma in Accounting and Finance	<input type="checkbox"/>
	Diploma in Business Management and Administration	<input type="checkbox"/>

3. PERSONAL STATEMENT

Briefly explain why you wish to follow the programme that you are applying for:

**4. IF YOU ARE CURRENTLY FOLLOWING A COURSE PLEASE STATE**

Name of Education Institution

Month and year of Entry

Course Title(s) and subjects following (Include SIDOL)

**5. EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**

Please complete this section giving as much details as possible. Attach extra sheets to this form if necessary

Attach copies of all certificates (e.g. S5, O' Level/IGCSE A' Level etc) to the application form.

**Insert the three highest qualification/Levels**

1.	Institute/School: _____ Qualification/Level: _____ Subjects Passes & Grade: _____ Date Completed (Month and Year): _____ Certificate Obtained: _____
2.	Institute/School: _____ Qualification/Level: _____ Subjects Passes & Grade: _____ Date Completed (Month and Year): _____ Certificate Obtained: _____
3.	Institute/School: _____ Qualification/Level: _____ Subjects Passes & Grade: _____ Date Completed (Month and Year): _____ Certificate Obtained: _____

**6. EMPLOYMENT RECORD**

Starting with your present or most recent post, List in reverse order.

<p><b>Current Post</b></p>	<p>Post: _____</p> <p>Place of Work: _____ Tel No: _____</p> <p>Employer : _____ Tel No: _____</p> <p>Date Started: ____/____/____/</p>
<p><b>Previous Post</b></p>	<p>Post: _____</p> <p>Place of Work: _____ Tel No: _____</p> <p>Employer : _____ Tel No: _____</p> <p>Date Started: ____/____/____/</p> <p>Date Left: ____/____/____/</p> <p>Reason for leaving: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>Previous Post</b></p>	<p>Post: _____</p> <p>Place of Work: _____ Tel No: _____</p> <p>Employer : _____ Tel No: _____</p> <p>Date Started: ____/____/____/</p> <p>Date Left: ____/____/____/</p> <p>Reason for leaving _____</p>

**7. Reference**

In order to supply the appropriate references please follow the instructions below:

If you are a Student	Give the completed form along with copies of all relevant certificates and a photocopy of your National Identity Card to the Director of your educational institution who will write a reference for you and then submit both your application and reference directly to SBSA.
If you are employed	Give the completed form along with copies of all relevant certificates and a photocopy of your National Identity Card to your immediate Supervisor/Employer who will write a reference for you. The completed form should then be returned to SBSA. In addition, in the space below, please nominate two referees ( <b>not related</b> ) who may be contacted if necessary.
If you are Self Employed or Unemployed	Return this form along with copies of relevant certificates and a photocopy of your National Identity Card directly to SBSA. In the space below nominate two people ( <b>not related</b> ) who would be willing to act as referees.

**Referees**

List as appropriate persons not related to you who are familiar with your character qualifications and aptitude

**Name:**

\_\_\_\_\_

**Position:**

\_\_\_\_\_

**Place of Work:**

\_\_\_\_\_

**Tel: No:** \_\_\_\_\_

**Name:**

\_\_\_\_\_

**Position:**

\_\_\_\_\_

**Place of Work:**

\_\_\_\_\_

**Tel: No:** \_\_\_\_\_

**8. SIGNATURE OF APPLICANT**

I certify that the statements made by me to the foregoing questions are true, complete and correct to the best of my knowledge and belief I understand that any false statement made on this form may provide grounds for the withdrawal of any offer or dismissal after the acceptance of the offer to follow a programme.

Signature: .....

Date: ...../...../...../