

APPLICATION FOR TRAINING

STUDENT COMPREHENSIVE FACT SHEET
(CONFIDENTIAL)



VERCORE Business Academy
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(Registered with the Ministry of Training Colleges and Universities)

Skills

Typing (WPM)

Computer: **DOS** **Windows**
Word Processing **MS-Office**
Lotus 123 **Programming**

Others (Specify)

C. EMPLOYMENT HISTORY

(Start with the latest)

From		To		Name of company	Location	Position
M	Y	M	Y			

Nature of Present or Previous Employment

D. TRAINING NEEDS

Type of Training Needed:

Typing **Language** **Computer** **Others (specify)**
Reasons for taking training

How did you hear about us?

Flyer **Newspaper** **Former Students** **Friends** **Others**

References

Name **Tel**

Name **Tel**

Date

STUDENT SELF-EVALUATION

I. Explain why you consider

computer network analyst (cna)

personal support worker (psw)

computer technician (ct)

II. Please check the answers which suit you best:

1. My present job is:

Filled with opportunities

A dead-end

Not too promising

Looking for employment

2. I believe that (psw cna ct) training:

Is the start of my new career

Will provide me with opportunities for promotion in the present job

Will give me additional income

Make me a better qualified person in the Computer Industry

3. The following are my strengths:

Ambitious

An open and inquisitive mind

People-oriented

Resourceful

Technically inclined

Hardworking

4. I consider criticism:

Constructive

A welcome opportunities towards improvement

An insult to my intelligence

Putting me down

5. On matters where decisions have to be made:

I decide myself

I consult others

I procrastinate

6. When problems arise:

I ask the opinions of qualified persons

I face them and solve them myself

Ignore them and let the time go by

7. Work habits

I am self-motivated

I make my own schedule

Have own initiative

I need close supervision

8. Acceptance of Responsibilities:

I enjoy assuming them

I find difficulty accepting them

I share them

9. My ability to adopt myself to changing work environment:

Good

Fair

Poor

10. Greatest rewards for working:

High income

Sense of accomplishment

Happiness

Being my own boss

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Remarks

Recommended for Admission

Rejected for Admission

Reasons

Counselor's Signature

Date