



EVELYN HONE COLLEGE MANAGEMENT BOARD

P.O BOX 30029, CHURCH ROAD, LUSAKA

APPLICATION FORM

Receipt No.

Serial No.

Full Time Extension Part Time Open, Distance and Flexible Learning Applicant

Tick where applicable

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING IN THE FORM:

PART I-INSTRUCTIONS

1. **SURNAME and FIRST NAME(S):** refer to the complete name as on the National Registration Card (NRC) of the applicant.
2. **NRC No:** Should be entered without the stroke / e.g. 502945705 for 502945/70/5 as on the NRC.
3. **DATE OF BIRTH:** Should begin with day, month and then year e.g. 201170 for 20th November 1970.
4. **POSTAL ADDRESS:** refer to the current contact address for the applicant.
5. **NATIONALITY:** refers to the citizenship status e.g. Zambian on Non Zambian applicants.
6. **SPECIFY DISABILITY:** refers to physical disability or handicap of the applicant.

PART II-INSTRUCTIONS

1. **CENTER CODE:** refers to the code for the center where the applicant obtains/completes an applicant form. See the list of recruitment Center Code provided.
2. **1st CHOICE AND 2nd CHOICE:** refers to the courses which the applicant intends to pursue at the College. See the list of Course code provided.
3. **SPONSOR TYPE:** refers to the organization or individual responsible for paying the applicants fees and any other expenses during the applicants study programme at the center e.g. 1 for a Government sponsorship.
4. **APPLICATION TYPE:** refers to the applicants academic category or status e.g. 1 for an applicant who is a Grade 12 school leaver.
5. **SPONSORS NAME AND ADDRESS:** refers to the name and address of the sponsor for the applicant.

PART III-INSTRUCTIONS

1. **THE GRADE:** for each subject refers to the grade obtained in the final Certificate Examination results in Grade 12 e.g. 01-English, enter 1 for distinction in English Language.
2. **SECONDARY SCHOOL ATTENDED:** refers to the secondary school where the applicant was registered when writing the final School Certificate examination.
3. **GRADE COMPLETED:** refers to the highest or last grade the applicant attained e.g. grade 12.
4. **YEAR OF COMPLETION:** refers to the year the applicant completed the highest or last grade.

PART IV-INSTRUCTIONS (MATURE APPLICANT)

1. **COLLEGE/INSTITUTION ATTENDED:** refers to the college or institute where the applicant has pursued a study programme (Correspondence studies inclusive).
2. **WORK EXPERIENCE:** refers to the applicant's work experience (period in employment).
3. **YEARS:** refers to the number of years in employment.
4. **JOB TITLE:** refers to the title of the applicant when in employment.
5. **EMPLOYER:** refers to the company or organization where the applicant is employed.

PART V-INSTRUCTIONS

1. **DATE:** refers to the date when the applicant is filing in the application form.
2. **APPLICANTS' SIGNATURE:** refers to the applicant's own/true signature.
3. **CERTIFIED BY:** refers to the signature of the Center's Recruitment Officer.

N.B.: - "PHOTOCOPIES OF APPLICATION FORMS WILL NOT BE ACCEPTABLE."

PART I - TO BE COMPLETED BY ALL APPLICANTS

Surname:..... First Name(s):.....

NRC No.:

Date of Birth: Sex(Gender):

(DD MM YY)

Postal Address:.....
.....
.....
.....

Phone No.(s):.....Nationality.....

(Disabled Applicants Only)

Specify Disability:.....
.....

PART II - TO BE COMPLETED BY ALL APPLICANTS

Center Code 1st Choice 2nd Choice

Sponsor Type Application Type

1 = Govt 2 = Company 1 = School Leaver 2 = Mature Age
3 = Family 4 = Other 3 = Disabled 4 = Other

Sponsor's Name & Address
.....
.....

Sponsors Phone No:.....

PART III - TO BE COMPLETED BY ALL APPLICANTS

SCHOOL CERTIFICATE EXAMINATION RESULTS					
GRADE CODE		GRADE CODE		GRADE CODE	
01 English Language	<input style="width: 30px; height: 20px;" type="text"/>	02 English Literature	<input style="width: 30px; height: 20px;" type="text"/>	03 Geography	<input style="width: 30px; height: 20px;" type="text"/>
04 Art	<input style="width: 30px; height: 20px;" type="text"/>	05 Agriculture Science	<input style="width: 30px; height: 20px;" type="text"/>	06 Commerce	<input style="width: 30px; height: 20px;" type="text"/>
07 Mathematics	<input style="width: 30px; height: 20px;" type="text"/>	08 Principles of Accounts	<input style="width: 30px; height: 20px;" type="text"/>	09 Phys. Science	<input style="width: 30px; height: 20px;" type="text"/>
10 Physics	<input style="width: 30px; height: 20px;" type="text"/>	11 Homecraft/Cookery	<input style="width: 30px; height: 20px;" type="text"/>	12 Gen. Science	<input style="width: 30px; height: 20px;" type="text"/>
13 Chemistry	<input style="width: 30px; height: 20px;" type="text"/>	14 French/Zamb.Language	<input style="width: 30px; height: 20px;" type="text"/>	15 History	<input style="width: 30px; height: 20px;" type="text"/>
16 Metal Work	<input style="width: 30px; height: 20px;" type="text"/>	17 Religious Education	<input style="width: 30px; height: 20px;" type="text"/>	18 Music	<input style="width: 30px; height: 20px;" type="text"/>
19 Biology	<input style="width: 30px; height: 20px;" type="text"/>	20 Technical Drawing	<input style="width: 30px; height: 20px;" type="text"/>	21 Civic Education	<input style="width: 30px; height: 20px;" type="text"/>
22 Business Studies	<input style="width: 30px; height: 20px;" type="text"/>	23 Other	<input style="width: 30px; height: 20px;" type="text"/>		

Secondary School attended:.....

Grade Completed Year of Completion

PART IV - TO BE COMPLETED BY MATURE AGE, EXTENSION STUDIES, PART TIME AND OPEN, DISTANCE AND FLEXIBLE LEARNING APPLICANTS

College/Institute attended:.....

Dates attended:

From:
(DD MM YY)

To:
(DD MM YY)

Work experience:

From:
(DD MM YY)

To:
(DD MM YY) YEARS

Job Title.....Employer.....

Extension Studies, Part Time and Open, Distance and Flexible Learning applicants:

Programme applied for:.....

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PART V-TO BE COMPLETED BY ALL APPLICANTS

Date:.....	Applicant's Signature:.....	Certified by:.....
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NOTE: IF ANY ESSENTIAL INFORMATION IS OMITTED THIS FORM WILL BE TREATED AS INVALID

COMPUTER USE ONLY		
DATE:.....	KEYED IN BY:.....	STAMP
DATE:.....	VERIFIED BY:.....	

CENTRE CODE 001

ACADEMIC AND APPLIED SCIENCES DEPARTMENT

001 DIPLOMA IN SCIENCE LABORATORY TECHNOLOGY
003 CERTIFICATE IN SCIENCE LABORATORY TECHNOLOGY

BUSINESS STUDIES DEPARTMENT

006 ZICA TECHNICIAN LEVEL
007 ZICA LICENTIATE LEVEL
008 ZICA PROFESSIONAL LEVEL
009 DIPLOMA IN COMPUTER STUDIES
010 DIPLOMA IN HUMAN RESOURCES MANAGEMENT
011 PROFESSIONAL CERTIFICATE IN MARKETING (ZIM)
012 DIPLOMA IN PRODUCTION MANAGEMENT
013 DIPLOMA IN BUSINESS ADMINISTRATION
014 CERTIFICATE IN COMPUTER ENGINEERING (ABMA)
015 CERTIFICATE IN COMPUTER SYSTEMS ENGINEERING
016 TRADE CERTIFICATE IN COMPUTER STUDIES
018 FOUNDATION IN ACCOUNTING
019 CERTIFICATE IN BUSINESS MANAGEMENT STUDIES (ABMA)
020 ADVANCED CERTIFICATE (BAMS-ABMA)
021 DIPLOMA (BAMS-ABMA)
022 CERTIFICATE IN COMPUTING & INFORMATION SYSTEMS (ABMA)
023 ADVANCED CERTIFICATE (CSIP-ABMA)
024 DIPLOMA (CSIP-ABMA)
026 PROFESSIONAL CERTIFICATE IN MARKETING (CIM)
027 PROFESSIONAL DIPLOMA IN MARKETING (CIM)
028 PURCHASING AND SUPPLY (CIPS)
029 CERTIFICATE IN BANKING & FINANCE
030 BUSINESS MANAGEMENT (ABE) LEVEL 4
031 BUSINESS MANAGEMENT (ABE) LEVEL 5
032 COMPUTER SCIENCE TEACHERS DIPLOMA

COMMUNICATION SKILLS DEPARTMENT

033 DIPLOMA IN RECORDS MANAGEMENT
034 HIGH SCHOOL ENGLISH TEACHERS DIPLOMA
035 DIPLOMA IN LIBRARY STUDIES LEVEL 1 (DIRECT ENTRY)
036 DIPLOMA IN LIBRARY STUDIES FINAL LEVEL
037 CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE
038 CERTIFICATE IN ENGLISH AS A FOREIGN LANGUAGE
039 CERTIFICATE IN RECORDS MANAGEMENT

EDUCATION DEPARTMENT

044 ART TEACHERS DIPLOMA
046 MUSIC TEACHERS DIPLOMA
047 DIPLOMA IN SOCIAL WORK
048 CERTIFICATE IN FASHION AND DESIGNING

MEDIA STUDIES DEPARTMENT

052 DIPLOMA IN JOURNALISM
053 ADVANCED CERTIFICATE PRINTING TECHNOLOGY
054 DIPLOMA IN DIGITAL MEDIA

HEALTH SCIENCES DEPARTMENT

060 DIPLOMA IN BIOMEDICAL SCIENCE
061 DIPLOMA IN ENVIRONMENTAL HEALTH
062 DIPLOMA IN PHARMACY
063 DIPLOMA IN PHARMACY ABRIGED
064 DIPLOMA IN PHYSIOTHERAPY
065 DIPLOMA IN RADIOGRAPHY
066 ADVANCED DIPLOMA IN MEAT & OTHER FOODS
067 DIPLOMA IN BIOMEDICAL ENGINEERING
069 CERTIFICATE IN DISPENSING

SECRETARIAL & OFFICE MANAGEMENT

071 CERTIFICATE IN SECRETARIAL & OFFICE MANAGEMENT
072 ADVANCED CERTIFICATE IN SHORTHAND SECRETARIAL & OFFICE MGT
073 ADVANCED CERTIFICATE IN LEGAL SECRETARIAL & OFFICE MGT
074 DIPLOMA SECRETARIAL & OFFICE MGT

KINDLY TAKE NOTE THAT ALL PAYMENTS SHALL BE MADE THROUGH THE BANK

BANK NAME: BancABC ACCOUNT

NAME: EVELYN HONE COLLEGE

ACCOUNT NO: 8863655990214

BRANCH: FINDECO HOUSE

BancABC has the following branches around the country:

BRANCH LOCATION

1. BancABC Head Office Ground Floor, ABC Pyramid Plaza
2. Findeco House Branch Room M10, Cairo Road
3. Lumumba Road Branch Stand 5013, Lumumba Road
4. Kitwe Branch Plot No 9 City Square
5. Chingola Office Shop No: 1 Stezim Properties
6. Chinsali Office Plot 526, Chinsali
7. Chipata Office Plot 1503 Luangwa Road
8. Choma Office Plot No. 444 Livingstone Road
9. Kabwe Office Room 203/205 Chilanda House
10. Ndola Branch 1101 Bangala House,
11. Kasumbalesa Branch Plot 1884 Kasumablesa Border Post
12. Kasama Office Room 2 Cheweco Building
13. Livingstone Office 217 s Mosi – oa – Tunya Road
14. Luanshya Office 14th Street, Zaone Avenue
15. Mansa Office Plot 70372, President Avenue
16. Mongu Branch Plot 609 Independence Avenue
17. Mpika Office Plot No 5248 Musakanya Kombe Road
18. Solwezi Office Shop No 2 Shangala Shopping Complex

NOTE: For the Application Form to be processed, you need to deposit K 150 in the College Account, attach an original copy of the Deposit Slip and send them to:

**ADMISSIONS OFFICE
EVELYN HONE COLLEGE
P. O. BOX 30029
LUSAKA**

OR

Email Scanned copies in pdf format to: admissions@evelynhone.edu.zm