



Receipt No.

Serial No.

APPLICATION FORM

FOR SCHOOL LEAVERS AND MATURE AGE APPLICANTS ONLY

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:

(DD MM YY)

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

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

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

(Disabled Applicants Only)

PART II-TO BE COMPLETED BY ALL APPLICANTS

<p>Center Code</p> <input type="text"/> <input type="text"/> <input type="text"/>	<p>1st Choice</p> <input type="text"/> <input type="text"/> <input type="text"/>	<p>2nd Choice</p> <input type="text"/> <input type="text"/> <input type="text"/>
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<p>Sponsor Type <input type="checkbox"/></p> <p>1 = Govt 2 = Company 3 = Family 4 = Non Zambian</p>	<p>Application Type <input type="checkbox"/></p> <p>1 = School Leaver 2 = Mature Age 3 = Disabled 4 = Non Zambian</p>
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Sponsor's Name & Address

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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: 40px; height: 20px;" type="text"/>	02 English Literature <input style="width: 40px; height: 20px;" type="text"/>	03 Geography <input style="width: 40px; height: 20px;" type="text"/>			
04 Art <input style="width: 40px; height: 20px;" type="text"/>	05 Agriculture Science <input style="width: 40px; height: 20px;" type="text"/>	06 Commerce <input style="width: 40px; height: 20px;" type="text"/>			
07 Mathematics <input style="width: 40px; height: 20px;" type="text"/>	08 Principles of Accounts <input style="width: 40px; height: 20px;" type="text"/>	09 Phys. Science <input style="width: 40px; height: 20px;" type="text"/>			
10 Physics <input style="width: 40px; height: 20px;" type="text"/>	11 Homecraft/Cookery <input style="width: 40px; height: 20px;" type="text"/>	12 Gen. Science <input style="width: 40px; height: 20px;" type="text"/>			
13 Chemistry <input style="width: 40px; height: 20px;" type="text"/>	14 French/Zamb.Language <input style="width: 40px; height: 20px;" type="text"/>	15 History <input style="width: 40px; height: 20px;" type="text"/>			
16 Metal Work <input style="width: 40px; height: 20px;" type="text"/>	17 Religious Education <input style="width: 40px; height: 20px;" type="text"/>	18 Music <input style="width: 40px; height: 20px;" type="text"/>			
19 Biology <input style="width: 40px; height: 20px;" type="text"/>	20 Technical Drawing <input style="width: 40px; height: 20px;" type="text"/>	21 Other <input style="width: 40px; height: 20px;" type="text"/>			

Secondary School attended:.....

Grade Completed Year of Completion

PART IV-TO BE COMPLETED BY MATURE AGE APPLICANTS ONLY

College/Institute attended:.....

Dates attended:

From: To:

(DD MM YY) (DD MM YY)

Work experience:

From: To: YEARS

(DD MM YY) (DD MM YY)

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

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:.....	

EVELYN HONE COLLEGE MANAGEMENT BOARD

CENTRE CODE 001

DEGREE PROGRAMMES

- 200 BA (HONS) ACCOUNTING
- 201 BA (HONS) BUSINESS MANAGEMENT
- 202 BA (HONS) MARKETING
- 203 BSc (HONS) COMPUTER SCIENCE
- 204 BSc (HONS) MANAGEMENT TECHNOLOGY
- 74B BA SECRETARIAL & OFFICE MANAGEMENT

ACADEMIC AND APPLIED SCIENCES

- 001 DIPLOMA IN SCIENCE LABORATORY TECHNOLOGY
- 002 JUNIOR SECONDARY TEACHERS DIPLOMA IN MATHEMATICS
- 003 CERTIFICATE IN SCIENCE LABORATORY TECHNOLOGY
- 004 JUNIOR SECONDARY TEACHERS DIPLOMA IN INTEGRATED SCIENCE

SCHOOL OF BUSINESS AND MANAGEMENT STUDIES

- 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

- 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 & SOCIAL SCIENCES

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

MEDIA STUDIES

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

HEALTH SCIENCES

- 060 DIPLOMA IN BIOMEDICAL SCIENCE
- 061 DIPLOMA IN ENVIROMENTAL 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: 321-508-863-6019

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 Kasumbalesa 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 165.00 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