APPLICATION FORM

(AFFIX 2 PASSPORT SIZE PHOTOS HERE)

COLLEGE OF HUMAN RESOURCE MANAGEMENT
Hazina Trade Centre, 13th floor, Moktar Daddah Street, Nairobi CBD
P.O Box 4322 - 00200 Nairobi, Kenya
Mobile: 0727 792 122 , 0718 781 513
Email: info@chrm.or.ke Website: www.chrm.or.ke

PLEASE READ CAREFULLY BEFORE FILLING THIS FORM. COMPLETE ALL SECTIONS IN CAPITAL LETTERS

SECTION I: PERSONAL DETAILS

NAME:

Prof. Dr. /Mr. /Mrs. Ms. _____ _____ _____
Surname *First Name* *Last Name*

Nationality: ☐ Kenyan ☐ Non-Kenyan ID/Passport No. _____

Note: Non-Kenyans are needed to apply for student pass from Kenya Immigration Department on Admission to the college. The application form will be provided at the CHRM admissions Office.

PERSONAL DETAILS:

Date of Birth (DD/MM/YYYY) _____

Gender: ☐ Male ☐ Female ☐ Other Religion: _____

CONTACT DETAILS:

Address: _____ Postal Code: _____ City: _____

County of Residence: _____ Home County: _____

Mobile: _____ Email: _____

NEXT OF KIN:

Prof. Dr. /Mr. /Mrs. Ms. _____ _____ _____
Surname *First Name* *Last Name*

Relationship: _____ County of Residence: _____

Mobile: _____ Email: _____

SECTION II: COURSE SELECTION

COURSE DETAILS:

Course Name: _____ Examining Body: _____

ACADEMIC COURSES

Artisan ☐ Certificate ☐ Diploma ☐ Higher Diploma ☐

PROFESSIONAL COURSES

CHRP ☐ CS ☐ CPSP-K ☐ CPA ☐ HRCi ☐ GPHR ☐ SPHRi ☐ PHRi ☐ APHRi

SECTION III: MODE OF STUDY

ONLINE (ODel)	SUNRISE	FULL-TIME	EVENING	SATURDAY	COMBINATION
☐	☐	☐	☐	☐	☐

INTAKE

JANUARY	MARCH	MAY	JULY	SEPTEMBER
☐	☐	☐	☐	☐

SECTION IV: ACADEMIC PROFILE

Schools & Colleges Attended	From	To	Certificate Awarded/Grade

SECTION V: DOCUMENTS CHECKLIST

1. Duly filled application form
2. Pay a Non-Refundable application fee for the course chosen(attach payment confirmation details)
3. A copy of National ID (Kenyan Students)/Passport Copy (Inter Students)
4. Certified copies of Relevant Academic Certificates and Transcripts
5. Copies of Birth Certificate (Knec students only)
6. Two Recent passport size photos
7. Professional Bodies student approval letters(HRMPEB,KASNEB,KISM,HRCI)
8. Your Current CV (Resume) or Employers letter as a prove or years of experience (HRCI)

Note: ***Submit complete application form with supporting documents. No. of Copies to be attached/Course is found in individual course brochures or enquire from the College.***

How did you know about The College of Human Resource Management?

Print Media ☐ Social Media ☐ Website ☐ Staff ☐ Student ☐ Other ☐ _____

Do you have any special need that you wish the College should know? ☐ Yes ☐ No

If Yes please Specify _____

KCB BANK

Branch: Biashara Street,
Account Name: College of Human Resource Management
Account No: 1180194667

M-PESA

MPESA Paybill No: 522123
Account No. 80295K (Your Name)

SECTION VI: DECLARATION

I hereby declare that the information given in this application form has been given voluntarily for the propose of admission into the CHRM College and is correct to the best of my knowledge. Date:_____ Signature: _____

For Official use Only:

Admitted ☐ Declined ☐ Reason .....

Name:_____ Date: _____ Signature: _____