



**CHRM
COLLEGE**

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: admissions@chrh.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. _____ <i>Surname First Name Last Name</i>		
	Nationality: ☐ Kenyan ☐ Non-Kenyan	ID/Passport No. _____	
<i>Note:</i> 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:	Postal Address: _____ Postal Code: _____ City: _____		
	County of Residence: _____ Home County: _____		
	Mobile: _____ Email: _____		
EMPLOYMENT STATUS	EMPLOYED ☐	Employer: _____ Position: _____	
	NOT-EMPLOYED ☐	Have you held any previous employment? ☐ Yes ☐ No	
NEXT OF KIN:	Prof. Dr. /Mr. /Mrs. Ms. _____ <i>Surname First Name Last Name</i>		
	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 ☐	MSK ☐	HRCi ☐	GPHR ☐	SPHRi ☐	PHRi ☐	APHRi ☐

SECTION III: MODE OF STUDY

PHYSICAL ☐	SUNRISE ☐ FULL-TIME ☐ EVENING ☐ SATURDAY ☐			
ONLINE (ODEl) ☐				
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 (Kneec 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?

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

If Yes please Specify _____



Branch: Biashara Street,

Account Name: College of Human Resource Management

Account No: 1180194667



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 purpose 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: _____