



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

The New Home Of Professional Sales Training in The Caribbean

APPLICATION FOR ADMISSIONS

Instructions: PLEASE COMPLETE ALL SECTIONS OF THIS FORM

1. Answer all questions in BLOCK CAPITALS
2. A non-refundable processing fee of \$1000.00 and one government issued I.D. are required for registration
3. Submit completed application form electronically to info.tglsaleschool@gmail.com or in person to the Corporate Education Division at University of the Commonwealth Caribbean (UCC campus-17 Worthington Avenue, Kingston 5.)

Please Note;

Study option may be withdrawn in the event of under-enrollment in a given programme

SECTION A: PERSONAL INFORMATION

SURNAME: _____	FIRSTNAME: _____ TITLE: MR/MRS/MISS
PERMANENT HOME ADDRESS _____ _____ _____	TELEPHONE NUMBER/S MOBILE: _____ HOME: _____
EMAIL ADDRESS _____	DATE OF BIRTH (dd/mm/yyyy) _ / _ / _
TRN _____	GENDER Female / Male
Emergency Contact #1 Name _____ Telephone Number(s) _____	Emergency Contact #2 Name _____ Telephone Number(s) _____
1(a). Do you have a disability? YES / NO	1(b). If yes, please state _____

2(a). ARE YOU EMPLOYED? YES/ NO	2(b). If yes, which organization? _____
3(a). Are you currently in sales? YES / NO	3(b). If yes, how many years? _____
3(c). Please indicate the industry 1. Finance 2. Information Technology 3. Fast Moving Consumer Goods 4. Retail 5. Auto 6. Other _____	4. How did you hear about us? 1. Facebook 2. LinkedIn 3. Web Search 4. Boss 5. Colleague/ Friend 6. Television 7. Other _____

SECTION B: PROGRAMME/SEMESTER

NOTE: Basic Course Requirement; 3 CXC Subjects including English Language (Grade 3 & Above)
If you are interested in our programs but lack this requirement, call our offices to discuss further options.

Programme you are applying for:

- The Fundamentals of Professional Sales (March – April 2018)
- The Fundamentals of Sales Management (April - July 2018)
- Advanced Selling Skills (September- November 2018) **

**** For Advanced Selling Skills, applicants MUST have at least 2 years of sales experience.**

SECTION C: EDUCATIONAL BACKGROUND

School/Institution	Courses Pursued	Year	Award/ Result
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			

5(a). Have you previously attended UCC? YES / NO From _____ to _____	5(b). List previously held UCC ID numbers _____
6(c). Are you currently enrolled with UCC? YES / NO From _____ to _____	6(d). Programme: _____

SECTION D: SOURCE OF FUNDING

7(a). What is your source of funding? <input type="radio"/> Self <input type="radio"/> Parent <input type="radio"/> Loan <input type="radio"/> Sponsorship	7(b). If receiving sponsorship: Organization _____ Authorizing Personnel _____ Position _____ Telephone # _____ Complete Sponsorship (Y / N) Partial Sponsorship(Y / N) Amount \$ _____	OFFICIAL STAMP OF SPONSORING ORGANIZATION
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SECTION D: APPLICANT DECLARATION

1. My signature certifies that I agree to abide by the policies, rules, and regulations of the institution.
2. I also understand that the institution reserves the right to suspend or dismiss any student at any time for disciplinary misconduct or when such an action is deemed to be in the best interest of the student and student body.
3. I understand that withholding information requested, or falsification of information given will result in the disciplinary action and make me ineligible for admission and enrollment.

APPLICANT’S SIGNATURE

DATE

FOR OFFICIAL USE ONLY

TGL/UCC Recruiter	_____ NAME	_____ ID NUMBER/POSITION
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